Individual Student Service Learning (SSL) Request

Office of Student and Family Support and Engagement
Student Leadership Office
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

See Maryland Student Service-Learning Guidelines
http://marylandpublicschools.org/programs/pages/service-learning/index.aspx

STUDENT INSTRUCTIONS: This form is for students to pursue a Student Service Learning (SSL) opportunity that is **not** identified on the Montgomery County Volunteer Center (MCVC) website. The names of nonprofit, tax-exempt organizations that have certified compliance with MCPS Guidelines for SSL can be found on *www.montgomeryserves.org*. Students should be familiar with the Seven Best Practices of Student Service Learning (see page 13 of the *MCPS Student Service Learning (SSL) 2018–2019 Guide for Students and Families*) *www.montgomeryschoolsmd.org/departments/ssl/pages/bestpractices.aspx*. Students should complete this form by typing into this interactive form, or print legibly in blue or black ink, obtain parent/guardian approval, and submit it to their school-based SSL coordinator at least 2 weeks prior to starting the SSL activity.

STUDENT FOLLOW UP *(if activity meets MCPS Guidelines for SSL after review by the MCPS SSL coordinator—see page 2 of the MCPS SSL Guide for Students and Families):* Documentation of all service is due to the school-based SSL coordinator must be completed on MCPS Form 560-51, *Student Service Learning Activity Verification Form*, by the recommended or REQUIRED dates below: (please note that all SSL hours are available on the myMCPS student portal after they have been verified by the school-based SSL coordinator. In order for the SSL hours to be reflected on the student's report card, the "recommended" dates below must be met.)

  Service completed during the summer—**Recommended by Last Friday in September**
  Service completed during the summer and 1st semester—**Recommended by First Friday in January**
  Service completed during the summer, 1st semester, and 2nd semester to be recognized for the Certificate of Meritorious Service
    (high school seniors) or the Superintendent's SSL Award (middle school)—**Recommended by First Friday in April**
  Service completed during the summer, 1st semester, and 2nd semester—**REQUIRED by First Friday in June**

ALL SSL Forms for service completed any time during the current school year, including the summer before the current school year, are **REQUIRED** to be submitted to the school SSL coordinator **no later than the first Friday in June.**

STUDENT INFORMATION—To be completed by the student at least 2 weeks prior to beginning the volunteer activity.

Student's Name _____ MCPS ID _____ Grade _____

School_____ First Period Teacher_____

E-mail _____

Parent/Guardian Name _____Phone: Home or Cell _____-_____-_____ Other _____-_____-_____

Name of nonprofit, tax-exempt organization that is NOT listed as MCPS SSL (those nonprofit organizations who have certified compliance with MCPS Guidelines for SSL) on the MCVC website, and student is requesting to volunteer with: _____

Name of nonprofit supervisor: _____

Service activities to be done include *(please provide a detailed description of the volunteer service/activity you will be doing with this organization)*:

Proposed dates of service: From ____/____/_____ To ____/____/_____. (Maximum 1 school year)

Student Signature_____Date ____/____/_____

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

This form must be completed and submitted to the school SSL coordinator PRIOR to the student beginning a volunteer opportunity for which SSL hours are desired with an organization that is not identified on the current list of nonprofit organizations that have certified compliance with Montgomery County Public Schools (MCPS) Guidelines for SSL. This list can be found on the MCVC website at *www.montgomeryserves.org.* Please allow 2 weeks for the SSL Coordinator to review this request. The following guidelines must be met by the nonprofit, tax-exempt organization named on this form in order for the student noted on this form to participate in an SSL activity with this nonprofit, tax-exempt organization.

Supervision	Provide ongoing supervision for MCPS students either directly or through appropriately authorized designee(s).
Expectations	Advise students of the need that will be addressed by this service, overall expectations, and safety information.
Activities for which MCPS students MAY NOT earn SSL hours	• Door-to-door distribution or neighborhood canvasing of any kind; • Service supervised by parent or relative; • Service without sponsorship of an approved nonprofit, tax exempt organization; • Service of a religious nature where the chief purpose is to convert others to a particular religious or spiritual view and/or which denigrates the religious or spiritual views of others. • Service of a religious nature where the chief purpose is to help prepare and/or participate in the performance of a religious service or religious education activity. • Service supervised by an individual who is younger than 18 years of age; • Service performed on private property or in a private residence/home (unless specifically approved by the MCPS SSL coordinator); • Service that replaces a paid staff worker of the participating agency. • Service resulting in financial or other compensation.

DISTRIBUTION: Copy 1/School-based Student Service-Learning Coordinator; Copy 2/Student

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL) *(continued)*

Liability	Maintain general liability insurance that covers MCPS student volunteers.
Meet the Maryland Seven Best Practices of Service-Learning	• Meet a recognized need in the community. • Achieve curricular objectives through service-learning. • Reflect throughout the service-learning experience. • Develop student responsibility. • Establish community partnerships. • Plan ahead for service-learning. • Equip students with knowledge and skills needed for service.
Logs	Maintain a log and verify student service on MCPS Form 560-51, *Student Service Learning Activity Verification* according to program timelines.
Awarding of Hours	Award one (1) SSL hour for every hour of service, not exceeding eight (8) hours within a 24-hour period.
Ethical Conduct with Students	Build positive relationships with MCPS students to support learning and adhere to standards of professional practice, including but not limited to Section 2 of the MCPS Employee Code of Conduct, available on the MCPS website: *www.montgomeryschoolsmd.org*.
Sex Offenders	Shall not knowingly employ a registered sex offender at the site where an MCPS student is placed.
Compliance with Applicable Laws	Comply with labor laws including the Fair Labor Standards Act, 29 U.S.C. Chapter 8; and all other applicable federal, state, and local laws and regulations. The Organization Supervisor shall be responsible for reviewing and assuring compliance with the following Board of Education policies and MCPS regulations, available on the MCPS website at *www.montgomeryschoolsmd.org/departments/policy/*: Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*; MCPS Regulation ACA-RA, *Human Relations*; Board Policy ACF, *Sexual Harassment*; Board Policy JHC, *Child Abuse and Neglect*; and MCPS Regulation JHC-RA, *Reporting and Investigating Child Abuse and Neglect*, including but not limited to those that prohibit discrimination, verbal abuse, threats, physical violence, or sexual harassment directed at others. **(Organizations are encouraged to complete the online training on Recognizing and Reporting Child Abuse and Neglect, available at: *www.montgomeryschoolsmd.org/childabuseandneglect/*)**

NONPROFIT, TAX-EXEMPT ORGANIZATION INFORMATION AND CERTIFICATION—To be completed by the supervisor

Organization Name _____Federal Employer Identification # __ __ - __ __ __ __ __ __

Address Street _____ City_____ State _____ Zip Code _____

Phone _____-_____-_____ Fax _____-_____-_____ E-mail _____

Secular activities (activities that have no religious or spiritual basis) to be performed by student include *(please provide a detailed description of the services/activities the student is expected to perform)*:

My signature below certifies and vertifies that:
• I am 18 years old or older.
• I agree to the MCPS Guidelines for SSL noted above.
• I agree to supervise the student in the above activities in a public place.

Name (Print) _____ Title_____

Signature _____ Date ____/____/_____

PARENT/GUARDIAN APPROVAL: My signature below verifies that:

• I approve and accept full responsibility for my child's participation in this SSL opportunity with this organization.

• I know this request must be submitted to, and reviewed by, the MCPS SSL coordinator prior to my child beginning the activity.

• I understand that the organization with which my child will be volunteering is not listed on the MCVC website, but has submitted certification of compliance with MCPS Guidelines for SSL.

Parent/Guardian Name *(Print)* _____ Signature_____Date ____/____/_____

APPLICATION REVIEW BY SSL COORDINATOR

❏ Organization has certified compliance with MCPS SSL Guidelines as detailed above
❏ Organization has not certified compliance with MCPS Guidelines for SSL
  ❏ Other (explain) _____

Signature, Coordinator, Student Leadership and Volunteers _____ Date ____/____/_____