

STUDENT INSTRUCTIONS: Complete this form legibly in ink and have it approved by the student service learning (SSL) coordinator prior to earning SSL hours with an organization or opportunity that is not identified as MCPS SSL Approved at the website www.mcpsssl.org. Maintain copies of all forms.

STUDENT INFORMATION—To be completed by the student allowing 2 weeks for review by the school SSL coordinator.

Student's Name _____ School _____ ID _____
Last First

E-mail _____ Grade _____ First Period Teacher _____

Parent/Guardian _____ Phone: Home _____ - _____ - _____ Other _____ - _____ - _____

Service Activities to be done include _____

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

_____/____/____
Student Signature Date

PARENT/GUARDIAN APPROVAL: My signature below verifies that:

- I approve and accept full responsibility for my child's participation in this opportunity with this organization.
- I know this request must be approved by the SSL coordinator prior to my child beginning the activity.
- I understand that by participating in this activity my child will not receive direct supervision from MCPS staff or from anyone who has participated in the MCPS SSL training available to nonprofit, tax-exempt organizations.
- I understand that there are approved SSL organizations and opportunities available to my child where supervision is provided by MCPS staff or supervisors from nonprofit, tax-exempt organizations that have participated in SSL training and agree to adhere to MCPS guidelines.

_____/____/____
Parent/Guardian Name (PRINT) Signature Date

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

Organization Name _____ Federal Employer Identification # ____ - _____

Address _____
Street City State ZIP Code

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

Secular activities to be performed by student include _____

My signature below verifies that

- I am 18 years old or older.
- I agree to the SSL guidelines attached to this form.
- I agree to supervise the student in the above activities in a public place.

_____/____/____
Name (Print) Title Signature, Supervisor Date

APPLICATION REVIEW BY SSL COORDINATOR

Approved Disapproved

This does not meet SSL guidelines.

Other (explain) _____

_____/____/____
Signature, Student Service Learning Coordinator Date

Student Follow Up: Submit completed MCPS Form 560-51: *Student Service Learning Activity Verification* to the School SSL coordinator.

- By the last Friday in September for summer service
- By the Friday before first semester exams begin to document service during the First semester
- By the Friday before second semester exams begin to document service during Second semester



GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

This MCPS Form 560-50: *Individual Student Service Learning (SSL) Request* must be completed and submitted to the school SSL coordinator PRIOR to beginning an opportunity for which SSL hours are desired with an organization that is not identified as MCPS SSL approved on the website www.mcpsssl.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 for the *Individual Student Service Learning (SSL) Request* to be granted.

- All activities must be performed through a nonprofit, tax-exempt organization in a public place, following phases of preparation, action, and reflection.
- All activities must be secular in nature, based on a recognized need in the community and completed outside of the instructional day.
- The supervisor must be over 18 years of age and someone other than a member of the student's family.
- The activity must be performed without financial compensation.
- One service-learning hour must be awarded for one hour of service, maximum 8 hours per 24 hour period.
- The nonprofit, tax-exempt organization must comply with all federal, state, and local laws that forbid discrimination on the basis of race, creed, gender, age, disability, religion, and/or national origin.
- The nonprofit, tax-exempt organization must prohibit verbal abuse, threats, and/or physical violence directed toward others.
- The nonprofit, tax-exempt organization must prohibit sexual harassment.
- Student Follow Up: Submit completed MCPS Form 560-51, *Student Service Learning Activity Verification* to the School SSL coordinator:
 - By the last Friday in September for summer service
 - By the Friday before first semester exams begin to document service during the First semester
 - By the Friday before second semester exams begin to document service during Second semester