



CHARLES COUNTY PUBLIC SCHOOLS SERVICE-LEARNING HOST AGENCY APPLICATION



This application provides the school system with information regarding the form of service learning experience an agency is requesting. The school system reserves the right to deny approval or to approve only part of this application dependent on the nature of the proposed project. Provide as much detail as possible. The back of this form contains information on service learning requirements.

PLEASE NOTE: It is not necessary to complete this form unless an agency is applying to become a service learning host site for the first time, or an existing host site has new or substantially changed service learning opportunities.

Agency Name			
Contact Person			
Contact Phone		Contact E-mail	
Description of Agency			
On-Going Volunteer Services Requested (i.e., filing, making crafts/packets, assisting clients, tutoring, cleaning, etc.)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____		

Our student volunteers:

- are provided liability insurance: Yes _____ No _____
- work/have contact with clients: Yes _____ No _____
- are supervised by an adult: Yes _____ No _____

The minimum age for student volunteers is: _____

For further information, contact Jack Tuttle at (301) 934-7405 or jtuttle@ccboe.com

All approved projects in the state of Maryland are evaluated based upon the 7 Best Practices for Service Learning. They consist of the following criteria, which are aligned with the National Youth Leadership Council's K-12 Service-Learning Standards for Quality Practice.

1. **Address a recognized need in the community**
2. **Achieve Curricular Objectives**
3. **Reflect throughout the service-learning experience**
4. **Develop Student Responsibility**
5. **Establish community partnerships**
6. **Plan ahead for service-learning**
7. **Equip students with knowledge and skills needed for civic engagement**

Additionally all projects must adhere to the following guidelines as established by the Maryland State Department of Education Office for Service Learning.

What Service-Learning Projects Should Do:

- Service-learning activities whose purposes are to directly address human needs in areas such as health, education, environment, or public safety, even if done in conjunction with a faith-based agency or institution, may be counted toward the service-learning graduation requirement.
- Service-learning activities whose purposes are to collect food, clothing, or other items necessary to benefit others and meet human needs, even if done in conjunction with a faith-based agency or institution, may be counted toward the service-learning graduation requirement.
- Service-learning activities whose purposes are to extend the benefit of the service activity to individuals or families in need, other than the student's own family, may be counted toward the service-learning graduation requirement. Activities should serve the greater good instead of being self-serving to a particular person or group.
- Service-learning activities whose purposes are to serve the school community must meet the service-learning quality practices articulated in *Maryland's Seven Best Practices of Service-Learning* to be counted toward the service-learning graduation requirement.
- Service-learning activities whose purposes are to increase voter registration and participation and/or implement voter education activities on particular issues may be counted toward the service-learning graduation requirements.
- Service-learning activities must be inclusive and non-discriminatory.
- Designated school personnel or, in the absence of such designated personnel, the school principal, must verify the completion of the service-learning activity in order for students to receive credit toward the service-learning graduation requirement.
- Service-learning activities should allow students to spend a **significant portion** of their time engaged in meeting a recognized community need (action). The remainder of their experience may involve the other *Maryland's Seven Best Practices of Service-Learning*.

What Service-Learning Projects Should Not Do:

Business Relationships

- Any service-learning activity whose chief purpose is to increase the amount of revenue for a private, for-profit business or to generate new revenue for that business may not be counted toward the service-learning graduation requirements.
- Any service-learning activity that replaces a paid staff worker of the participating agency or institution with a student earning service-learning credit may not be counted toward the service-learning graduation requirement.
- Any service-learning activity that compensates a student with money, goods, or services may not be counted toward the service-learning graduation requirement.

Religious Practice

- Any service-learning activity whose chief purpose is to convert others to a particular religious or spiritual view and/or which denigrates the religious or spiritual views of others may not be counted toward the service-learning graduation requirement.
- Any service-learning activity whose chief purpose is to help prepare and/or participate in the performance of a religious service or religious education activity may not be counted toward the service-learning graduation requirement.

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