

Students

Helping

Area

Resources

Experience

Student Community Service Handbook

What is SHARE?

SHARE is an acronym for Students Helping Area Resources Experience. Started during the 1996-1997 school year, this program requires all seniors in their social studies courses to volunteer in the local community. The 20-hour district requirement gives students the opportunity to learn how various organizations and agencies provide for citizens' needs. Additionally, the program demonstrates the necessity of having volunteers and informed citizens in the community.

What are the Benefits? *Students will...*

- Develop leadership skills and other special talents
- Explore possible career paths
- Develop a well-rounded background that appeals to colleges and employers
- Build self-esteem and confidence in one's abilities
- Obtain references for jobs, college applications, and scholarships
- Meet the Harper Promise Requirement for Senior year
- Meet the new State-mandated community service requirement
- Develop the satisfaction and improved well-being that comes from helping others.

Community Service Overview

Students will complete a minimum of **20 hours** of community service with an **approved agency** during the specified time-period (**11 weeks**) over the span of one semester. (See the calendar of deadlines included). The goal is for students to be reliable and consistent resources for an agency. SHARE constitutes 10% of your semester grade. As part of this grade, students are required to maintain a time card and write a summative final essay.

SHARE Requirements

Selecting Your Agency

- Students must select from one of the agencies listed on the “Agencies and Contact Information” link on the SHARE website. **Students MAY NOT select their own agency without prior approval from Ms. Dvorak.** The current agencies have a working relationship with Schaumburg High School with confirmed expectations for both parties.

Interviewing

- Students must contact the agency to set up an appointment for an interview. Arrange your interviews as soon as possible as many of the agencies take a limited number of students. Please see the attached document on communication tips to assist you in this process.

Contracts

- Contracts must be turned in to your Social Studies Teacher by either September 4, 2019 (1st semester) or January 29, 2020 (2nd Semester). All signatures must be included. Included in this packet is a copy of the contract. Additional copies are available by going to the “SHARE Contract” tab on the SHARE website or via the link on the SHARE schoology page.
- If a student does not complete the required contractual hours they may receive “No Credit” for SHARE. Students fired from SHARE an agency or given “No Credit” will be required to take final exams in May.

Restrictions

- A relative may NOT supervise students.
- Students may NOT volunteer where they are currently working
- Court appointed community service and/or internships DO NOT count as credit.
- Past volunteer hours do NOT count towards SHARE
- Students may only select from approved agencies.

Online Registration

- Students must complete the online registration form AFTER contracts are signed and placements are approved. Online registration can be found on the SHARE website or via the SHARE schoology page.

Agency Expectations

- Attendance
 - Students must report to their agency each week on the assigned day(s) and time(s).
 - Students must contact the agency if they cannot volunteer at a previously scheduled time. The agencies depend on staff and volunteers in order to operate effectively.
- Verification of Hours—make sure you receive credit for your time!
 - Time cards must be signed by agency supervisors each time a student volunteers.
 - Students should sign in on the “SHARE sign-in form” at the agencies or follow the specific attendance protocol used by the organization.
- Responsibilities
 - Participating agencies will be evaluating students based on their attendance and punctuality, responsibility, communication skills, attitude, performance on duties assigned, and overall interaction with the community. Some agencies have specific requirements (background checks, training, TB tests, dress codes, minimum number of hours, etc.)

Excessive absences or inappropriate behavior may result in dismissal from the agency. Students fired from their positions or who have contracted with an agency and stopped attending will receive “No Credit” for SHARE. If a student receives “No Credit” for SHARE, regardless of the semester, they will be required to take final exams in May.

SHARE Grade

SHARE is 10% of your semester grade. Students who complete 30 or more hours may (at the discretion of the teacher) receive extra credit. Students fired from an agency or those who choose to discontinue their contracted hours will receive “NO CREDIT” and will be required to take final exams in May.

- Agency Grade—60%
 - Agencies will evaluate student performance using a midterm and final evaluation. Supervisors will assess students based on their attendance, ability to communicate effectively, responsibility, attitude, etc.
- Social Studies Teacher Grade—40%
 - Students must write a summative essay and meet the scheduled deadlines throughout the semester (i.e. contract, completion of online registration, timecard checks, hour completion, and paper submission). If you have any difficulties with an agency or with scheduling, speak with your social studies teacher immediately.

Summative SHARE Paper

Respond to the following questions using complete sentences and paragraph form. Essays must be typed and at least one page in length.

1. Agency Overview
 - a. Which agency did you choose and why?
 - b. What services does this agency provide to the community?
 - c. Who uses these services?
2. Student Experience
 - a. What are your general responsibilities?
 - b. Discuss your greatest strength in providing service for your agency.
 - c. What has been your best experience so far? Give details.
3. Evaluation/Reflection
 - a. What impact did you have on the agency where you provided service?
 - b. What impact did the agency have on you?
 - c. What recommendations would you suggest to the agency?
 - d. How would you rate your SHARE experience?
 - e. Based on your experiences, will you volunteer in the community in the future?
Explain

SHARE Calendar

| | 1st Semester (2019) | 2nd Semester (2020) |
|--|------------------------------|-----------------------------|
| Introduction to Students | Thursday, August 22, 2019 | Friday, January 10, 2020 |
| Interview | August 23-September 4 | January 10-January 22 |
| Contracts Due | Wednesday, September 4, 2019 | Wednesday, January 22, 2020 |
| SHARE Completion Time Cards and Summative Papers Due | Friday, November 22, 2019 | Friday, April 17, 2020 |

As a community volunteer, you represent Schaumburg High School and the SHARE program. Let's work together to make SHARE a positive experience that benefits our community.