

Students Helping Area Resources Experience

*A Program for Student Volunteering
and Lifelong Learning*

STUDENT COMMUNITY INVOLVEMENT HANDBOOK

WHAT IS SHARE?

SHARE is an acronym for **S**tudents **H**elping **A**rea **R**esources **E**xperience - a program that began during the 1996-1997 school year. All seniors in their Social Studies courses will be involved with the local community in order to learn how various organizations and agencies provide for citizens' social needs. Additionally, this program will demonstrate why volunteers and informed citizens are necessary within 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 their abilities
- Meet people with similar interests
- Obtain references for jobs, college applications, and scholarships
- Develop the deep satisfaction that comes from helping others
- Meet the Harper Promise Requirement

PARTICIPATION:

Students will have two options to select from for their community service project:

- **OPTION 1: Community Service:** For those interested in actively contributing to help others, there is a community service option. Students will serve a minimum twenty hours over a ten-week period in a community social agency during one semester. Students must select from an approved list of agencies. As part of their grade, they are required to keep a time card and write a summative final essay.
- **OPTION 2: Research Interview Project:** Students selecting this option will investigate a community issue with teacher approval. Using research skills along with personal interviews with minimally four experts, students will write an 8-10 page, typed paper with references and a bibliography. Students who select this option should refer to the Community Research Project link on the SHARE website for specific details.

Students may select first or second semester for SHARE participation. Consider which semester will best fit with other extracurricular, family, or job commitments. Half the senior class will do the project each semester.

December graduates must choose first semester.

VOLUNTEERING 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 5, 2018 (1st semester) or January 30, 2019 (2nd semester). All signatures must be included. A copy of the contract is attached. Additional copies are available by going to the “SHARE Contract” tab on the SHARE website. Students must abide by the terms agreed to in their contract. If a student does not complete the required hours, they will receive “No Credit” for their SHARE grade and will be required to take final exams in May.
- **Restrictions:**
 - A relative may NOT supervise students.
 - Students may NOT volunteer where they are presently working
 - Court appointed community service hours do NOT count as credit.
 - Students may only select from approved agencies.
- **Online Registration:**
 - Students must complete the online registration process AFTER their contracts are signed.

TIME REQUIREMENTS:

Students will volunteer across the span of ten weeks, for a **minimum of 20 hours**. The goal is for students to be consistent and reliable resources for an agency for at least ten weeks. Students must complete the number of hours agreed upon in the contract. If a student does not complete the contractual hours, the student will receive a zero/No Credit for the SHARE project.

AGENCY EXPECTATIONS:

- **Attendance**
 - Students must report to their agency each week on the assigned day(s) and time.
 - 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 smoothly and effectively.
- **Verification of Hours—make sure you get 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 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, trainings, TB tests, dress codes, etc.) You must fulfill the expectations or choose another agency.

Excessive absences or inappropriate behavior may result in dismissal from the agency. Students, who are fired from their position or who have contracted with an agency and stop attending, will receive “No Credit” for SHARE. If a student receives “No Credit” during the first semester, they will be required to complete SHARE during second semester. If a student does not complete SHARE, s/he will be required to take Final Exams in May.

SHARE GRADE:

SHARE is 8% of your semester grade. Students who complete 30 or more hours may (at the discretion of the teacher) receive extra credit. Students who are fired from an agency or those who choose to discontinue their contracted service hours will receive “No Credit” during first semester and will be required to complete SHARE during second semester. If SHARE is not completed, students will be required to take Final Exams in May.

- **AGENCY:** The agencies are responsible for 60% of the total SHARE grade. They will evaluate students’ performance with a midterm and final evaluation form. Supervisors will assess students based on their attendance, ability to communicate effectively, responsibility, attitude, etc.
- **SOCIAL STUDIES TEACHER:** Your social studies teacher is responsible for the other 40%. Students must write a summative final essay paper and meet the scheduled deadlines throughout the semester (i.e. contract, timecard checks, and paper). 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. Your Experience
 - a. What are your general responsibilities?
 - b. Discuss your greatest strengths 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.

Due Dates: November 16, 2018—1st Semester
 April 22, 2019—2nd Semester

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