

Westland MS Student-Service learning Information Guide

Montgomery County Public School students address real need in the community by fully participating in service-learning activities that are

1. Embedded in specific middle and high school courses
2. Included in specific school-sponsored clubs and organizations and
3. Supervised by **preapproved** community organizations.

SSL Coordinator at Westland MS:

Chris Thompson

Email: Christopher_J_thompson@mcpsmd.org (preferred method of contact)

Phone: 301-320-6515

Location: Room 230 (second floor by front stairwell)

Please Note: All service-learning opportunities in the community must be preapproved.

STEPS TO COMPLETE A SUCCESSFUL SSL PROCESS

I. Locate SSL opportunities that are already approved by MCPS by visiting the following website:

<http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/Content/Volunteer/ssl.asp>

II. If a student is interested in an activity that is not already approved by MCPS:

1. Complete a **Request for SSL Pre approval** - Submit this form to Mr. Thompson **BEFORE** beginning the activity.
2. The pre-approval form online can be found at <http://www.montgomeryschoolsmd.org/departments/ssl/>
3. Mr. Thompson also has this form in Room 230.
4. Please complete the first 3 sections of the form and then return to Mr. Thompson for approval.
5. Mr. Thompson will return the form to the student during their STAR class.
6. After the service has been completed, staple the pre-approval form of the activity and the verification form, and return to Mr. Thompson in Room 230. Both forms can also be dropped off at the main office.

III. If a student is interested in an activity that is already approved by MCPS:

1. Complete the Verification Form. Please ensure that the reflection addresses all the questions, and all three sections are completed. The form must be signed by the person who supervised the activity.
2. The website for the Verification Form is <http://www.montgomeryschoolsmd.org/departments/forms/560-51.shtm> .
3. Return the completed form to Mr. Thompson in room 230 or the main office.
4. Mr. Thompson will notify the student if the activity is approved or not approved.