



# Student Service Learning



# What is Student Service Learning?

- o SSL is a graduation requirement in Maryland, and all students must complete 75 hours of service in order to receive a high school diploma.
- o Student Service Learning (SSL) is a way to combine what you learn in school with meaningful service, so that you will become a life-long contributor to your community.

# Curriculum SSL

- o Certain middle school classes have SSL Activities built into the curriculum.
  - o In 6<sup>th</sup> Grade Science
  - o In 7<sup>th</sup> Grade English
  - o In 8<sup>th</sup> Grade World Studies
- o You will earn 10 SSL hours per year, as long as you complete the service activity- this will equal 30 hours by the end of 8<sup>th</sup> grade.
- o The hours you receive each year will appear on your report card at the end of the year.

# Where else can you earn your SSL hours?

- o There are many opportunities in school, including clubs like the recycling club, and the Student Government Association, which run service activities like the food drive.
- o Some students go back to their elementary schools to assist teachers and other school activities.
- o Please check the bulletin board to the left of the courtyard in the main lobby for info

# Where to find opportunities outside of school


- o To find these, check the SSL Community Opportunities link at [www.mcpsssl.org](http://www.mcpsssl.org).
- o Organizations with a graduation cap icon next to their name have registered with the Volunteer Center, and are approved for SSL.
- o Please check the link prior to performing any activity to be sure pre-approval is not needed.

# What if you want to work somewhere that is not on the approved list?

- o Pre-approved activities must meet the following criteria:
  - o Non-profit organization
  - o Tax-Exempt
  - o Done in a public place
  - o Non-religious activity
  - o Done outside of school hours
  - o Your supervisor is someone who is not a family member
  - o You do NOT earn any money from the activity

# MPCS Form 560-51

- Required by all students to document any service for which SSL hours are desired.
- Completed forms should be turned in to Ms. Coleman or put in the SSL box outside the gym.
- Before you turn in your form check to make sure everything is complete, including student ID # and ALL reflection questions are answered in complete sentences!
- Forms are located on the SSL bulletin board, cafeteria, Counseling Office and outside the gym.



Office of Curriculum and Instructional Program  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**STUDENT SERVICE LEARNING  
ACTIVITY VERIFICATION**

**STUDENT INSTRUCTIONS:** Complete this form legibly in blue or black ink. Submit it to the school student service learning (SSL) coordinator by the following deadlines:  
 Service completed during the summer — **DEADLINE: Last Friday in September.**  
 Service completed during 1st semester — **DEADLINE: First Friday in January.**  
 Service completed during 2nd semester — **DEADLINE: First Friday in June.**

**STUDENT INFORMATION—To be completed by the student prior to review from the nonprofit tax-exempt organization.**

Name \_\_\_\_\_  
Last First MI ID Number

Parent/Guardian \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ First Period Teacher \_\_\_\_\_

Student e-mail address \_\_\_\_\_

**Student Reflection:** Think about your service-learning activity. Respond to the following questions in a written paragraph below.

- What did you do?
- What need did your service address?
- Who benefitted from your service?
- What did you learn about yourself?
- How was this experience connected to something you learned in a class at school? (For example, English, Mathematics, Science, Social Studies, Arts, Physical Education, Health, Foreign Language, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NONPROFIT TAX-EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred, and the student reflection paragraph has been read and approved.**

Organization \_\_\_\_\_ Federal Employer Identification # \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP Code e-mail

Describe Activity (performed) \_\_\_\_\_  
 \_\_\_\_\_

**Service Record**

Date From	Date To	# Days of Service	# Hours Per Day (8 in a 24 hour period maximum)	Total # Hours Completed (award 1 SSL hour for every hour of service)

Supervisor \_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature, Supervisor Date

**SSL COORDINATOR USE ONLY**

Check if automatic hours are attached to this activity as a result of course instruction.

Verification form submitted to coordinator \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Hours earned previously \_\_\_\_\_ + Hours for this activity \_\_\_\_\_ = Total hours including activity \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

MCPS Form 560-51, July 2012

# MCPS Form 560-50

- This form must be completed by the student and approved by the SSL coordinator **prior** to the service with an organization not currently identified as MCPS SSL Approved on [www.mcpsssl.org](http://www.mcpsssl.org).
- Upon review, it is returned to the student & later attached to the verification form.

Office of Curriculum and Instructional Programs MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland 20850		INDIVIDUAL STUDENT SERVICE LEARNING (SSL) REQUEST	
<b>STUDENT INSTRUCTIONS:</b> 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 <a href="http://www.mcpsssl.org">www.mcpsssl.org</a> . Maintain copies of all forms.			
<b>STUDENT INFORMATION—To be completed by the student allowing 2 weeks for review by the school SSL coordinator.</b>			
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)			
_____			_____/_____/_____ Date
Student Signature			
<b>PARENT/GUARDIAN APPROVAL: My signature below verifies that:</b> <ul style="list-style-type: none"> <li>• I approve and accept full responsibility for my child's participation in this opportunity with this organization.</li> <li>• I know this request must be approved by the SSL coordinator prior to my child beginning the activity.</li> <li>• 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.</li> <li>• 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.</li> </ul>			
_____		_____/_____/_____ Date	
Parent/Guardian Name (PRINT) Signature			
<b>NONPROFIT, TAX-EXEMPT ORGANIZATION INFORMATION AND AGREEMENT—To be completed by the supervisor</b>			
Organization Name _____		Federal Employer Identification # _____	
Address _____		City _____ State _____ ZIP Code _____	
Street _____			
Phone _____		Fax _____ E-mail _____	
Secular activities to be performed by student include _____			
My signature below verifies that			
<ul style="list-style-type: none"> <li>• I am 18 years old or older.</li> <li>• I agree to the SSL guidelines attached to this form.</li> <li>• I agree to supervise the student in the above activities in a public place.</li> </ul>			
_____		_____/_____/_____ Date	
Name (Print)		Signature, Supervisor	
<b>APPLICATION REVIEW BY SSL COORDINATOR</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
<input type="checkbox"/> This does not meet SSL guidelines.			
<input type="checkbox"/> Other (explain) _____			
_____			_____/_____/_____ Date
Signature, Student Service Learning Coordinator			
<b>Student Follow Up:</b> Submit completed MCPS Form 560-51: Student Service Learning Activity Verification to the School SSL coordinator according to these deadlines.			
Service completed during the summer		— <b>DEADLINE: Last Friday in September.</b>	
Service completed during 1st semester		— <b>DEADLINE: First Friday in January.</b>	
Service completed during 2nd semester		— <b>DEADLINE: First Friday in June.</b>	
MCPS Form 560-50, Rev. 7/12		DISTRIBUTION: Copy 1/Student Service-Learning Coordinator. Copy 2/Student →	



# Deadline Dates to turn in SSL Verification Forms

For Service done in the summer:

Last Friday in September (9/27/13)

For Service done 1<sup>st</sup> semester:

First Friday in January (1/3/14)

For Service done 2<sup>nd</sup> semester:

First Friday in June (6/6/14)