

Procedure to Follow for Community Service

As a member of the Youth Council, you will be presented with a multitude of opportunities to do community service. Although volunteering is not mandatory to join or be a member of this organization, we highly recommend that you volunteer.

If you do decide to volunteer, you must complete 15 hours or more to receive credit from CJHS or EBHS and have it on your transcript. Please follow the steps below very carefully.

1. Fill out a YC membership application in its entirety and pay the \$20 membership dues to become a member.
 2. On the back of **this** sheet, fill in your name, ID# and grade.
 3. You are ready to begin volunteering. You can look at the quarterly YC newsletters for opportunities to volunteer, the website www.ebyouthcouncil.com as well as emails you will receive.
 4. Once you find an event you would like to volunteer email EBYouthCouncil@gmail.com. Remember, the sooner you email us, the better chance you will have at being able to volunteer. Events will fill up quickly, so email us as soon as possible.
 5. After you receive your reply, you are ready to go. Show up at the event at the designated time. Look for a Youth Council Supervisor (wearing a YC shirt) to sign in.
 6. **On the back of this sheet, fill in the Youth Council sponsored events and times you attended. You must follow the school's community service program for all hours outside of Youth Council.** (Those hours must be pre-approved and a request for approval must be submitted to your guidance counselor).
 7. At the end of the school year, this form, and your brief, one or two paragraph reflection about your community service must be returned to Youth Council to verify the hours. No essay, no credit on your transcript. The form and reflection must be returned by May 20, 2012.
 8. We will turn in this form and your essay to your grade level administrator for you.
- If you did not sign up for a community service activity and just show up you will be asked to go home.
 - If you are scheduled for an activity and cannot attend for some reason you must call the contact person **PRIOR** to the activity date and time. If you do not call and you do not show up you will receive a warning. After two warnings you will not be able to sign up for community service activities through Youth Council.
 - If you are scheduled to volunteer you may not bring a friend(s) unless they were signed up prior to the activity.
 - Please dress modestly, neatly and appropriately for all community service activities.
 - Be on time for all activities and fulfill your commitment to the number of hours you signed up for and will be earning. You must "stay on task" while you are volunteering.
 - We strongly recommend that you do not wait until April or May to start volunteering. You should spread it out so you don't have to risk not being able to get the volunteering event towards the end of the year.
 - **Any hours earned after May 20, will count towards the 2012-2013 school year.**

For members earning 15 hours of community service or more

After submitting and your essay "*Comm Serv Proj*" will appear on your official school transcript. Your community service time sheet must be mailed to East Brunswick Youth Council, 350 Dunhams Corner Road, East Brunswick, NJ 08816 **no later than 5/20/12.**

If you have any questions or need additional information, please email
EBYouthCouncil@gmail.com