

THE PURPOSE OF THE NLCA COMMUNITY SERVICE APPRENTICESHIP PROGRAM IS:

To teach our students how to deal with the complexities of today's world, by actively participating in their school and community. The community service requirement allows students to enrich their learning through recognition of the needs of their school, community and the youth of our community.

WHAT IS THE VALUE OF COMMUNITY SERVICE?

Community Service helps students:

- ✓ Acquire life skills
- ✓ Understand their responsibilities as citizens in the community
- ✓ Improve their self-esteem
- ✓ Take and accept new challenges

Community Service provides students with:

- ✓ Opportunities for higher level thinking
- ✓ Opportunities to assume responsibility
- ✓ The positive experience of helping others
- ✓ A chance to explore potential careers
- ✓ An experience to enrich their learning
- ✓ An opportunity to give back to the community

OVERVIEW OF THE PROGRAM

Apprentices work during the summer in the NLCA Youth Development Camp with students' ages 3 to 11. Activities include, but are not limited to, readings and doing activities with the students, assisting the site supervisor during field trips, assisting in sporting events, tutoring students, setting up and breaking down of the camp props.

Students: Complete this form and return to your Supervisor **Supervisor:** Send original form to Administrative Office

New Life Christian Academy
Guidelines and Limitations for Student Community Service

As you begin your community service experience with New Life Christian Academy, you are probably eager to get involved and to make a difference in the lives of people with whom you serve. We expect that you will view your self as a representative of New Life Christian Academy in the community, and as such, we ask that you carefully read through and abide by the following guidelines created to assist you in having the best and most productive community service experience possible.

1. Ask for help when in doubt.

Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. They can assist you in determining the best way to respond to difficult or uncomfortable situations.

2. Be punctual and responsible.

Although you are not being compensated for your time spent on your community service assignment, you are participating in the organization as a reliable, trust worthy and contributing member of the community team. Both the administrators and the persons whom you serve rely on your punctuality and commitment in completing your hours over the entire course of the summer.

3. Call if you anticipate lateness or absence.

Call your site supervisor at 679-6001 if you are unable to come in or if you anticipate being late. Again, the site will come to depend on your contributed services and will be at a loss if you fail to come in as scheduled. Be mindful of their needs.

4. Respect the privacy of all students.

If you are privy to confidential information with regard to the persons with whom you are working, i.e. organizational files, diagnostics, personal stories, etc., it is vital that you treat it as privileged information and follow all codes and standards of ethics that apply.

5. Show respect for the school in which you work.

Placement within a school is an educational opportunity and a privilege. It is imperative that you conduct yourself in a professional and ethical manner by respecting the rights and confidentiality of your supervisor, co-worker(s), and students

6. Be Appropriate.

You are in a fieldwork situation and are expected to treat your supervisor, co-worker(s) and students with courtesy and kindness. Dress comfortably, neatly, and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other interns to follow as part of New Life Christian Academy's ongoing learning programs.

7. Be flexible.

The level of intensity of activity at a field experience site is not always predictable. Your flexibility to changing situations can assist the operation to run smoothly and produce positive outcomes for everyone involved.

In addition to the above expectations, as a participant in your field experience class you are also responsible for the following limitations.

- NEVER report to your service site under the influence of drugs or alcohol.
- NEVER give, loan or borrow student's money or other personal belongings
- NEVER make promises or commitments to a student you can't keep
- NEVER give a student or organization representative a ride in a personal vehicle or school vehicle unless the person is authorized for transport.
- DO NOT transfer a child by yourself
- NEVER tolerate verbal exchange of sexual nature or engage in behavior that might be perceived sexually with a student or community organization representative.
- NEVER tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of age, race, gender, sexual orientation, or ethnicity.
-

8. Insurance.

New Life Christian Academy **does not** provide general liability insurance for students or organizations that perform student services. Parents or guardians of student should verify the adequacy of their own insurance coverage.

I, _____, have reviewed the above Guidelines and Limitations. While participating in my student PRINT NAME apprenticeship experience at New Life Christian Academy for Community Service Hours effective from _____, I agree to adhere to the above Guidelines and Limitations.	
STUDENT SIGNATURE	DATE

APPROVED BY

NLCASUPERVISOR'S SIGNATURE	DATE	PARENT'S SIGNATURE	DATE
----------------------------	------	--------------------	------

Students: Complete this form and return to your Supervisor **Supervisor:** Send original form to Administrative Office

NLCA APPRENTICESHIP REQUIREMENTS FOR COMMUNITY SERVICE:

- Students may not work more than forty (40) hours per week
- Students may not get paid for their time worked
- Must be completed during regular school hours
- Work done must be of a benefit to the school and students
- Completion of a community service project theme paper

COMMUNITY SERVICE PROJECT THEME PAPER GUIDELINES:

When a student has completed forty (40) hours of community service, he/she will type a three (3) paragraph (minimum) theme paper of approximately 150 words on the experience. The paper must be double-spaced, clear and concise. This theme paper will be submitted to the Site Supervisor for approval. Once the Site Supervisor approves the theme paper, it will be filled in the student's permanent records and the students will receive credit for his community service. The title of the theme paper could be:

“The Value of My Community Service Experience”

Suggestions for Developing the Theme Paper:

Paragraph 1- Describe what type of community service you performed. Tell where you performed your service.

Paragraph 2- Tell what you learned from this experience. Tell what a typical day was like for you at the community service site.

Paragraph 3- Summarize your community service experience. Comment on the value of your community service experience to your future plans.

WHAT YOU WILL RECEIVE:

Once you have completed your apprenticeship and your theme paper has been approved, you will receive an official letter certifying your community service. The letter will state the number of hours you served at New Life Christian academy and the capacity in which you served. A copy of this letter will also be placed in your permanent academic file.

Students: Complete this form and return to your Supervisor **Supervisor:** Send original form to Administrative Office