

Student Service Learning Activity Verification

Division of School Leadership & Improvement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

STUDENT INSTRUCTIONS: Complete Sections I and III of this form legibly in blue or black ink. The registered nonprofit organization completes Section II. Documentation of all service is due to the school-based SSL coordinator according to specific timelines. For detailed instructions on how to complete this SSL form, please watch the video at <https://bit.ly/SSLForm101>. In order to be reflected on the student's report card each semester, students must submit **MCPS Form 560-51, Student Service Learning Activity Verification Form**, to the school SSL coordinator by the following dates:

Service completed during the summer—**Recommended by Last Friday in September**

Service completed during the summer and 1st semester—**Recommended by First Friday in January**

Service completed during the summer, 1st semester, and 2nd semester to be recognized for the Certificate of Meritorious Service (high school seniors) or the Superintendent's SSL Award (middle school)—**REQUIRED by First Friday in April**

Service completed during the summer, 1st semester, and 2nd semester—**REQUIRED by Last Friday in May**

ALL SSL Forms for service completed any time during the current school year, including the summer before the current school year, are **REQUIRED** to be submitted to the school SSL coordinator **no later than the Last Friday in May**.

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

Student Name (Last, First, Middle) _____ Student ID _____
 School _____ First Period Teacher _____ Grade _____
 E-mail _____
 Parent/Guardian Name _____ Phone: Home or Cell _____ - _____ - _____ Other _____ - _____ - _____

SECTION II. NONPROFIT, ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred.

Organization _____
 Is your organization listed as MCPS SSL on the Montgomery County Volunteer Center website?
 Yes No (If No, please make sure MCPS Form 560-50 (<https://bit.ly/SSLPreApproval>) is completed and attached to this form)
 Federal Employer Identification # _____ - _____ - _____ Phone _____ - _____ - _____
 Address _____ E-mail _____
 Describe Activity (in detail) _____

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 Name (print) _____ Title _____
 Supervisor Signature _____ Date ____/____/____

SECTION III. STUDENT REFLECTION—Think about your SSL activity. Review the Maryland Seven Best Practices of Service-Learning www.montgomeryschoolsmd.org/departments/ssl/pages/bestpractices.aspx and respond to the following questions in a written paragraph below, or attach a separate document with your reflection.

- **What** did you do, and **what** need did your service address?
- **Who** benefitted from your service?
- **What** did you learn about yourself, and **how** did helping others make you feel?
- **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.)
- **What** skills did you use or build upon that could help you with a future career?

Note: This reflection will be reviewed by the MCPS SSL coordinator and returned to the student if not complete.

MCPS 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 ____/____/____

READ CAREFULLY BEFORE COMPLETING AND SIGNING REVERSE SIDE

This form must be completed and submitted to the school SSL Coordinator after completing service-learning with one of the following:

- a registered nonprofit organization (including faith-based agencies or institutions) that has certified compliance with the Montgomery County Public Schools (MCPS) Guidelines for Student Service Learning (SSL) and is listed on the MCVS website (<https://bit.ly/SSLOrganizations>), **OR**
- a registered nonprofit organizations (including faith-based agencies or institutions) for which a student has received PRIOR approval to serve with using the MCPS Individual Student Service Learning (SSL Request) Form 560-50 (<https://bit.ly/SSLPreApproval>)

STEPS FOR COMPLETING THIS FORM:

1. Student should complete Section I in full prior to providing this form to the nonprofit tax-exempt organization.
2. Adult supervisor from the nonprofit organization should complete Section II in full after the student has completed the preparation and action phases of service-learning. Supervisor should describe the service-learning activity in detail and ensure that the service-learning activity meets the Guidelines for Student Service Learning (SSL) outlined below. Supervisor should provide current contact information in case additional information is needed.
3. Student should complete Section III in full and turn in the completed SSL form to the school’s SSL Coordinator (<https://bit.ly/SSLCoordinatorsHS> and <https://bit.ly/SSLCoordinatorsMS>) by the dates listed on the reverse side of this form.

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

The following guidelines must be met by the registered nonprofit organization named on this form in order for the student noted on this form to earn Student Service Learning (SSL) hours for activities completed with this registered nonprofit organization:

Supervision	Provide ongoing supervision for MCPS students either directly or through appropriately authorized designee(s).
Expectations	Advise students of the need that will be addressed by this service, overall expectations, and safety information.
Activities for which MCPS students MAY NOT earn SSL hours	<ul style="list-style-type: none"> • Door-to-door distribution or neighborhood canvassing of any kind; • Service supervised by parent or relative; • Service without sponsorship of an approved, registered nonprofit organization; • Service supervised by an individual who is younger than 18 years of age; • Service performed on private property or in a private residence/home (unless specifically approved by the MCPS SSL coordinator); • Service that replaces a paid staff worker of the participating agency. • Service resulting in financial or other compensation.
Liability	Maintain general liability insurance that covers MCPS student volunteers.
Meet the Maryland Seven Best Practices of Service-Learning	<ul style="list-style-type: none"> • Meet a recognized need in the community. • Achieve curricular objectives through service-learning. • Reflect throughout the service-learning experience. • Develop student responsibility. • Establish community partnerships. • Plan ahead for service-learning. • Equip students with knowledge and skills needed for service.
Logs	Maintain a log and verify student service on MCPS Form 560-51 , <i>Student Service Learning Activity Verification</i> according to program timelines.
Awarding of Hours	<ul style="list-style-type: none"> • Award one (1) SSL hour for every hour of service, not exceeding eight (8) hours within a 24-hour period.

ADDITIONAL INFORMATION: For further information, refer to the following webpages:

- Montgomery County Public Schools Student Service Learning webpage—www.mcps-ssl.org
- Montgomery County Public Schools Student Service Learning Hub for Students/Families—<https://bit.ly/SSLHubMCPS>
- Montgomery County Public Schools Student Service Learning Frequently Asked Questions—www.montgomeryschoolsmd.org/departments/ssl/pages/faq/