

# Cuyahoga Heights High School

4820 East 71<sup>st</sup> Street  
Cuyahoga Heights, Ohio 44125  
www.cuyhts.org

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## Community Service Program

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Effective: 1989-90; March, 1989

Revised:

February 1990; May 1991; May 1992; May 1993; May 1994; December 1994; May 1995; May 1996;  
May 1997; May 1998; May 1999; May 2000; May 2001; May 2002; May 2003; May 2004; May 2005;  
May 2006; May 2007; May 2008; May 2009; May 2010; August 2011; December 2011; December  
2012; June 2014; July 2015; July 2018; November 2018

# Table of Contents



Program Philosophy.....	3
Requirements .....	3
Program Format .....	3
Community Service Opportunities .....	6
Allison Rose Foundation .....	6
American Red Cross.....	6
Animal Shelters/Human Society .....	6
Bedford Medical Center—University Hospital .....	6
Broadview Multi-Care Center .....	6
Brooklyn Heights Village Hall.....	6
Capes for Courage.....	7
The Children’s Museum of Cleveland .....	7
Cleveland Foodbank.....	7
Cleveland MetroParks Zoo (and other MetroParks locations) .....	7
Cleveland Playhouse .....	7
Cleveland Sight Center.....	7
Cuyahoga County Board of Developmental Disabilities.....	8
Cuyahoga County Kennel .....	8
Cuyahoga Heights Village Hall.....	8
Fieldstone Farm-Therapeutic Riding Center .....	8
Girl Scouts.....	8
Great Lakes Science Center .....	8
Hospice of the Western Reserve.....	8
Jennings Hall Senior Citizen Care Center .....	9
Laura’s Home .....	9
Maggie’s Place .....	9
Marymount Hospital .....	9
MetroHealth Volunteer Services .....	9
Mount Alverna Nursing Home.....	9
Peanut Butter and Jelly Sandwiches.....	10
Pleasant Lake Villa.....	10
St. Herman’s FOCUS Cleveland.....	10
South Pointe Hospital of the Cleveland Clinic Health System.....	10
Sunrise Assisted Living Home .....	10
Tender Touch Equine, Inc. ....	10
Valley View Village Hall .....	10
Walton Manor (Senior Citizen Home) .....	11
Other Considerations.....	11
Time Verification Form .....	12

## COMMUNITY SERVICE PROGRAM PHILOSOPHY

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The purpose of the community service program at Cuyahoga Heights High School is to aid in the development of the student's attitudes, values, philosophy, and character as it relates to service to others. The experiences assist the individual in making a positive and conscientious contribution toward people, the environment and in the development of a personal healthy mental attitude and lifestyle. The community service requirement will support the student's path leading to a more satisfying, caring, and productive life - one which makes a difference not only for the student but also for others in the world.

## REQUIREMENTS

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The Community Service Committee, composed of students, parents, teachers, administrators, and Board members, created a program supportive of volunteerism in the local and greater community. Periodically, the committee convenes to review and revise as needed and make recommendations to the Board of Education of any changes to the Community Service Program.

**Students are required to complete a minimum of 60 hours in a Community Service Program prior to graduation.** The aim is to provide the high school student with the opportunity for experiential services and learning activities in the local community and/or greater Cleveland community, with the intent of developing a caring spirit and supportive attitude toward community concerns and needs as well as sensitivity to the human condition.

Ninth grade students may begin their community service experience the summer between the 8<sup>th</sup> and 9<sup>th</sup> grade.

## PROGRAM FORMAT

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1. Students are required to complete a minimum of sixty (60) hours of community service as a requirement for graduation.
  - a. Students can accumulate up to a total of 30 hours in any school activity and/or school organizations **before or after school only (not during the school day)**, including:
    1. assisting with athletics (i.e. line judge, chain gang), school plays, Arts Fest, etc.
    2. tutoring of students in the ES, MS, and HS (**not** acceptable during school hours)
    3. class activities or special projects by student organizations which result in outreach to needs in the greater community (i.e. food drive, clothing collection, toys for kids)
    4. Note: Students will not be allowed to "double dip" in the event a student organization has its own community service requirement such as NJHS and NHS.

- b. The number of hours for transfer students will be prorated based on their enrollment date. **The student's allowable hours for school/school organizations will be 50% of the total hours required.**
2. If a student has not completed the community service requirement by a specified date prior to graduation, he/she will not be permitted to graduate. The requirement must be fulfilled **by May 1 of his/her senior year.**
3. Students must provide their own transportation to and from their community service site.
  - a) Periodically, the school will schedule community service activities for which students may sign-up. "Drive time" is not included in service hours.
4. A list of prospective opportunities is available to students as a guideline for possible community service. Students will determine an area of focus that is of interest to them.
5. Community service can take place:
  - ❖ after school
  - ❖ weekends
  - ❖ summer
  - ❖ vacations during the school year
6. **ALL COMMUNITY SERVICE EXPERIENCES SHOULD BE APPROVED BY THE COMMUNITY SERVICE COORDINATOR PRIOR TO THE EXPERIENCE.**
7. Students will be required to document all of their service hours, per a representative supervisor's signature on a "time sheet." All information on the form must be completed or it will not be accepted.
8. **Hours may be given only for service for which a student is not paid. STUDENTS CANNOT DO COMMUNITY SERVICE FOR A POSITION THAT IS NORMALLY PAID. COMMUNITY SERVICE HOURS WILL NOT BE GIVEN FOR ANY WORK/ACTIVITY FOR WHICH SOMEONE IS USUALLY PAID.**
9. **Hours CANNOT be performed for family, relatives, friends, companies, businesses, shops or profit-making organizations.**
10. All eighth grade students will be required to participate in a general orientation program that will fully explain the Community Service Program policies, procedures, and options, and also the responsibilities of the individual student, the agency/individual, and the school.
11. Students may be requested to have a personal interview with the program coordinator to determine acceptable community service activities.
12. Students may complete the requirement as soon as they so desire.

13. Students may be requested to participate in periodic workshops and/or meetings that relate to the community service program.
14. Students represent Cuyahoga Heights High School and must conduct themselves respectfully and with courtesy and concern for all persons involved.



*“What a man does for others, not what they do  
for him, gives him immortality.”*

*--Daniel Webster*

**Cuyahoga Heights Schools**  
4820 East 71<sup>st</sup> Street  
Cuyahoga Hts., Ohio 44125  
(216) 429-5770  
www.cuyhts.org

## **Community Service Opportunities**

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The following represents examples of community service opportunities. If you wish to do a project in an area other than that which is listed, please obtain prior approval from the Community Service Coordinator.

### **Allison Rose Foundation**

P.O. Box 31842, Independence 44131  
(Volunteer Services, 216-401-2253)

- Dedicated to changing the lives of food allergy families through education, awareness, research and advocacy.
- [rebecca@allisonrosefoundation.org](mailto:rebecca@allisonrosefoundation.org)

### **American Red Cross**

- The American Red Cross is looking for students to help with Bloodmobiles during the summer. Preferred commitment would be 3-6 hours per Bloodmobile.

### **Animal Shelters/Humane Society**

- Contact your local animal shelter or humane society for junior volunteer programs.  
For a list of shelters in your area search the national directory at: <http://www.aspca.org>

### **Bedford Medical Center—University Hospital**

(Volunteer Services, 440-735-4200)

- Call for an application
- Junior Volunteer Program—summer only June-August (must apply in February)
- *Must be 14-18 years of age*

### **Broadview Multi-Care Center**

5520 Broadview Rd., Parma

(Call Debbie Rafalski, 216-749-4010 for more information and appointment for an interview)

- *If under 14 years of age a family member must accompany the student*
- Variety of opportunities
- *A TB test is required if you volunteer 10 hours or more a month* and the test can be done through Broadview Multi-Care Center.

### **Brooklyn Heights Village Hall**

345 Tuxedo Ave., Brooklyn Hts.

(Mrs. Thea Guilfoyle - Community Services Director, 216-739-3702)

- Opportunities in Brooklyn Hts. and for their residents and senior citizens

### **Capes for Courage**

[kidscapesofcourage@gmail.com](mailto:kidscapesofcourage@gmail.com)

(Volunteer Services, 330-730-1883)

- A non-profit organization located in Akron, Kids Capes of Courage was started by Debby Rowland, Monica Moyer, and several friends. They sew one of a kind capes for sick and special needs children to give them extra courage when it is needed most. Cut out capes, add embellishments, collect money.

### **Children's Museum of Cleveland**

(Volunteer Services, 216-791-7114)

- Apply at [www.cmcleveland.org](http://www.cmcleveland.org) or go to [www.clevelandchildrensmuseum.org](http://www.clevelandchildrensmuseum.org) – print and complete the application
- Exhibit guides, assisting with hands-on exhibits, special events, greeters, office assistants, summer counselors

### **Cleveland Foodbank**

(Volunteer Services, 216-738-7240)

- Register at [www.greaterclevelandfoodbank.org](http://www.greaterclevelandfoodbank.org)
- 8 a.m.–4 p.m. on Fridays and 8 a.m.-noon on Saturdays—call first
- *Please call first*, and for scheduling purposes the volunteer should commit to a minimum of 2 hours per scheduling. Additional information is on their website.
- Sort and pack food that will be delivered to member agencies which directly serve the hungry.
- Clerical office help

### **Cleveland Metroparks Zoo (and other Metroparks locations)**

3900 Wildlife Way, Cleveland

(216-635-3395 or 216-661-6500)

- *Zoo Crew is for ages 13 -17*
- A summer-long commitment is required
- Visit their website at [www.clemetzoo.com](http://www.clemetzoo.com).

### **Cleveland Playhouse**

- Logon to [www.playhousesquare.org/giving-support-main/volunteering](http://www.playhousesquare.org/giving-support-main/volunteering) for more information about the “STARS Student Volunteers” program.

### **Cleveland Sight Center**

(Volunteer Services, 216-791-8118)

- Apply online at [www.clevelandsightcenter.org](http://www.clevelandsightcenter.org)
- Assist in the craft area
- Office work/clerical, mailings; design artwork for flyers
- Seamstress (sewing)
- Camp assistant
- Call for availability of occasional weekend opportunities

### **Cuyahoga County Board Developmental Disabilities – (Many locations)**

- Call 216-241-8230 for an appointment time.
- Social and recreational opportunities. Some weekends are available and groups of volunteers are welcome!

### **Cuyahoga County Kennel**

9500 Sweet Valley Dr., Valley View  
(Volunteer Services, 216-525-7877)

- Email [volunteers@cuyahogacounty.us](mailto:volunteers@cuyahogacounty.us) for an application.
- A team of volunteers assists the kennel with many activities that include: grooming, exercising, playing, socializing, etc. These are important activities to keep the dogs happy and well-adjusted while they are waiting to be adopted.
- Assist the office personnel with literature preparation

### **Cuyahoga Heights Village Hall**

4863 East 71<sup>st</sup> St., Cuyahoga Hts.  
(Village Hall – Ask for Volunteer Services, 216-641-7020)

- Opportunities in Cuyahoga Heights and for their residents and senior citizens

### **Fieldstone Farm Therapeutic Riding Center**

16497 Snyder Rd., Chagrin Falls 44023  
(Call Lisa Sentic - Volunteer Director, 440-708-0013 x127 or email her at [lsentic@fieldstonefarmtrc.com](mailto:lsentic@fieldstonefarmtrc.com))

(For more information and a complete listing of volunteer opportunities and volunteer application see website at [www.fieldstonefarmtrc.com](http://www.fieldstonefarmtrc.com))

- Must be 14 years of age or older
- Assist with a variety of activities and events: Mounted Lesson Volunteer, Ground Lesson/Classroom Volunteer, Carriage Driving Volunteer, Summer Camp Counselor

### **Girl Scouts**

(Volunteer Services - Girl Resources, 216-481-1313)

- Assist Girl Scout Leaders

### **Great Lakes Science Center**

- The Great Lakes Science Center has an exciting and unique volunteer opportunity for students who are interested in science and science education. ***Students must be at least 16 years old.*** Apply online at [www.greatscience.com](http://www.greatscience.com).

### **Hospice of the Western Reserve**

- Looking for teens (***13-18 years old***) who have a desire to make a difference in the lives of their patients and families.
- Apply online at [www.hospicewr.org](http://www.hospicewr.org).



**Jennings Hall (Senior Citizen Care Center)**

10204 Granger Rd., Garfield Hts. 44125  
(Volunteer Services, 216-581-2900)

- Need assistance in taking residents outside, transporting them to events, visiting with them, assisting with their letter writing, and assisting with the craft program. Please call for an application and an appointment for an interview.

**Laura's Home (The City Mission)**

5310 Carnegie Ave., Cleveland  
(Volunteer Services, 216-472-5500)

- For women and children. Laura's Home is a bridge from crisis to stability and self-sufficiency. With 166 beds and 55 rooms, Laura's Home offers specialized, wrap-around services designed to empower families and individuals to live healthy lives.

**Maggie's Place**

Garfield Hts.  
(Volunteer Services, 216-886-2620)

- Provides houses of hospitality and ongoing support to help pregnant and parenting women in need reach their goals, and welcomes them into a community filled with love and dignity.
- [volunteers@maggiesplace.org](mailto:volunteers@maggiesplace.org)

**Marymount Hospital**

(Volunteer Coordinator, 216-587-8131)

- Apply online at <https://my.clevelandclinic.org/locations/marymount-hospital/about/volunteer#overview-tab> or call for a volunteer packet.
- *Minimum age is 15*
- Office assistance
- Due to office hours, opportunities are available Monday through Friday during the summer. (Only available at the main hospital on Granger Road in Garfield Heights.)

**MetroHealth Volunteer Services**

- MetroHealth has been serving the medical needs of the Cleveland community for more than 170 years. Apply online at [www.metrohealth.org/volunteer-opportunities](http://www.metrohealth.org/volunteer-opportunities).

**Mount Alverna Nursing Home (Parma)**

(Volunteer Services, 440-843-7800)

- Apply online at [www.franciscanministries.org/volunteer](http://www.franciscanministries.org/volunteer)
- Training and orientation required and provided
- Visit with residents, read to them and play games
- Work in the Art Department, assist with craft projects and group activities (Bingo, etc.)
- Transport residents
- Distribute food and beverage trays
- Assist in large groups, parties (Holiday parties)
- Light office work and computer data entry

### **Peanut Butter and Jelly Sandwiches**

- Sandwiches can be made and delivered to Westside Hunger Center, St. Herman's House of Hospitality, or St. Augustine Hunger Center. Need sandwich bread, peanut butter, jelly, sandwich baggies.

### **Pleasant Lake Villa (Parma)**

(Volunteer Services, 440-842-2273)

- Assist with transporting residents
- Assist with recreation and craft activities

### **St. Herman's FOCUS Cleveland**

4410 Franklin Blvd., Cleveland 44113

(Volunteer Services, 216-631-9860 / 216-961-3806)

- Committed to serving the homeless and needy poor of Ohio City and Inner City Cleveland in a spirit of love and hospitality.

### **South Pointe Hospital of the Cleveland Clinic Health System**

(Volunteer Services, 216-491-6303)

- Apply online at [www.myclevelandclinic.org/locations/south-pointe-hospital/about/volunteer](http://www.myclevelandclinic.org/locations/south-pointe-hospital/about/volunteer).
- *Minimum age is 15 years*
- *TB test is required*
- Gift Shop—sales, display, decorate
- Work at information desk, train on computer, greet visitors, hand-out passes, etc.
- Assist staff on nursing floors, help prepare meal trays, assist patients with menu selection
- Medical records assistance, medical library aide
- Variety of clerical assistance, typing, filing, mailings, etc.
- Activity Cart: deliver magazines, playing cards, etc.

### **Sunrise Assisted Living Home**

7766 Broadview Rd., Parma (near Snow)

(Volunteer Services, 216-447-8909 or email [parma.avc@sunriseseniorliving.com](mailto:parma.avc@sunriseseniorliving.com))

### **Tender Touch Equine, Inc. (Miniature Therapy Horses)**

12445 Tinkers Creek Rd., Valley View 44125

(Jill Chuha, 216-496-6164 or [tendertouchequine@yahoo.com](mailto:tendertouchequine@yahoo.com))

- To volunteer your time working with three minis, and traveling with them to activities and events in our surrounding communities, call or email Jill. No horse experience necessary!

### **Valley View Village Hall**

6848 Hathaway Rd., Valley View 44125

(Senior Citizen Coordinator, 216-524-6511)

- Opportunities in Valley View and for their residents and senior citizens

### **Walton Manor (Senior Citizen Home)**

Corner of Alexander and Northfield roads, across from the Ford Plant  
(Activities Office, 440-439-4433)

- Call to schedule an interview.
- Apply online at [www.local-nursing-homes.com/nursing-homes-volunteer/ohio/bedford/365705-walton-manor-health-care-center](http://www.local-nursing-homes.com/nursing-homes-volunteer/ohio/bedford/365705-walton-manor-health-care-center).
- Assist with recreation activities, crafts, Bingo, socials, room visits, read to the senior citizens, and play games.
- Need assistance for 2 to 4 hours between 9:00 a.m. and 5:00 p.m.
- They are open to the frequency that a student would like to help, however, they prefer a regular weekly basis for 2-6 weeks. Thursday, Fridays, and Saturdays are preferred days.
- ***A TB test is required if you volunteer 10 hours or more a month*** and the test can be done through Walton Manor.

### **Other Considerations:**

- Churches—teach/assist Vacation Bible School, nursery, Sunday School
- Tutoring activities (not acceptable during school hours)
- Missionary type projects
- Assist PTO
- Assist with Safety Town
- After School Care Latchkey programs (Note: non-profit only)
- Village Home Day activities
- Assist non-relative senior citizens
- Assist Athletic Boosters and Music Boosters
- Assist After Prom Parents
- Assist Alumni Association
- Assist in the Volunteer Incentive Program with the Valley View Community Center (also the Summer Day Camp Program)
- Other activities after or before school

### **NOTE:**

- ***All community service activities should be approved by the Community Service Coordinator prior to the activity.***
- Hours cannot be performed for family, friends or relatives.
- A maximum of **30 hours** can be performed for the school. (Or, if a student was enrolled *after* the beginning of ninth grade, half of the hours required can be performed for the school.)
- **COMMUNITY SERVICE CAN ONLY BE PERFORMED FOR NON-PROFIT ORGANIZATIONS.**

**Cuyahoga Heights High School  
Community Service Program  
Community Service Verification Form**

**To the Student:**

It is your responsibility to take this form with you when completing community service hours. There are some very important “cautions” when turning your service hours in towards your graduation requirement. Please call 216-429-5770 if you have any questions before you begin your hours. Turn your completed forms in to the Guidance Office, email them to [cmudra@cuyhts.org](mailto:cmudra@cuyhts.org), or fax to 216-429-5713.

- All community service hours **should be approved** by the Community Service Coordinator prior to the activity.
- Service hours **cannot be performed for family/relatives, companies/businesses and profit-making organizations.**
- Community service **can only be performed for non-profit organizations.**
- Hours **cannot be performed during regular school hours.**
- A **maximum of 30 service hours (or 50% of the total hours) can be performed for the school** or school organizations.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

This student performed community service at:

\_\_\_\_\_

Please give a brief description of the Community Service Project.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

Title/Position: \_\_\_\_\_

***(Please figure time by the .25 hour – Examples: 8:10-9:00 = .75 hr. / 4:00-4:30 = .50 hr.)***

DATE: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_.\_\_\_\_ SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_.\_\_\_\_ SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_.\_\_\_\_ SIGNED: \_\_\_\_\_

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DATE: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_.\_\_\_\_ SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_.\_\_\_\_ SIGNED: \_\_\_\_\_

## **Cuyahoga Heights High School Community Service Philosophy**

For almost thirty years, Cuyahoga Heights High School has presented volunteerism or community service as a requirement for graduation. The purpose of the program is to instill in our students the attitudes, values and understanding of the importance of serving others. Over the years students have found that the personal time spent provides intrinsic rewards and encourages volunteerism as a life-long habit.

### **Community Service Program Format**

1. All Cuyahoga Heights students must complete sixty (60) hours of community service before May 1<sup>st</sup> of their graduation year. This is a required component for graduation.
2. Service hours for students who transfer in after 9<sup>th</sup> grade will be pro-rated at fifteen (15) hours per year. (50% of their total required may be used for school activities.)
3. Students should get approval from the Community Service Coordinator before the activity is begun.
4. Students can use up to thirty (30) hours of community service in any school activity. (assisting with athletics, tutoring students, special project by class or student organizations)
5. If a school organization has a service hour requirement (like NJHS/NHS), then those hours cannot also be used to fill the graduation requirement.
6. Students must provide their own transportation to and from their community service site. Driving time does not count in the computation of community service hours.
7. Community service cannot be completed during regular school hours. Service activities can be performed after school, on weekends, during the summer or vacation days during the school year.
8. Students must submit a completed Community Service Verification Form for every activity to the Community Service Coordinator. Please make a copy of this form for your records.
9. Service hours are awarded for activities which are not regularly paid duties.
10. Service hours cannot be earned from parents/family, friends, companies, businesses, shops or for-profit organizations.
11. Senior citizens and those physically challenged citizens need your help. Contact the village halls if you are interested in volunteering for these people in need.

**Get a head start on your graduation requirement.  
Complete some community service hours this summer!**