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SCHOOLS

SCHOOL DISTRICT # 140
ADMINISTRATION OFFICE
17100 South Ozark Avenue
Tinley Park, Illinois 60477

Projects:

office/clerical
computer work
Summer outdoor education (July)

Minimum Age: none
Dress Code: neat, clean
Season: all year
Time Needed: daily, weekly
Training: on site
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4

SCHOOL DISTRICT # 140

BANNES SCHOOL

16835 South Odell Avenue

Tinley Park, Illinois 60477

Projects:

baby-sitting (parent-teacher conferences)

market days

moving/packing boxes, books, etc.

office/clerical

teacher aides

xerox/duplicating

Special Projects:

Flower Sale (Saturday in May)

Minimum Age: none

Dress Code: neat, clean

Season: spring, summer

Time Needed: dates in file

Minimum Service Hours: none

Number of Hours Per Visit: 1-2, 2-4

SCHOOL DISTRICT # 140
CHRISTA MC AULIFFE SCHOOL
8944 West 174th Street
Tinley Park, Illinois

Projects:

clubs
computer
office/clerical
phone work/reception
safety patrol
student council
teacher aide
tutoring

Special Projects:

Christmas Program

Minimum Age: none
Dress Code: neat
Season: fall, winter, spring
Time Needed: weekly
Training: none
Minimum Service Hours: 24
Number Of Hours Per Visit: 1-2

SCHOOL DISTRICT #117
CONRADY JUNIOR HIGH
97th & Roberts Road
Hickory Hills, Illinois 60457

Projects:

coaching

Minimum Age: none
Dress Code: neat, clean
Season: spring
Time Needed: daily
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4

SCHOOL DISTRICT # 117
DORN PRIMARY CENTER
7840 West 92nd Street
Hickory Hills, Illinois 60467

Projects:

aide in elementary school
arts/crafts
computer work
helping handicapped children
language interpreter
lawn care
office/clerical work
phone work/reception
physical work
tutoring

Minimum Age: none
Dress Code: neat, clean
Season: all year
Time Needed: weekday after school
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4

SCHOOL DISTRICT # 140
FERNWAY PARK ELEMENTARY SCHOOL
16600 South 88th Avenue
Orland Park, Illinois 60462

Projects:

gardening
library help
office/clerical
sports/coaching
teacher aide
tutoring

Special Projects:

Child Care (during parent-teacher conference)
Cultural Arts Week
DARE Graduation
Honors Assembly
Market Day (child care)
Olympic Day
Reading aloud (National Education Week)
Recycling Projects
Special Events

Minimum Age: none
Dress Code: neat, clean
Season: all year
Time Needed: weekdays after school, weekly
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4

SCHOOL DISTRICT # 117
GLEN OAKS SCHOOL
9045 South 88th Avenue
Hickory Hills, Illinois 60457

Projects:

coaching
computer work
reading
tutoring

Special Projects:

Food Drive
Grandparents Week

Minimum Age: none
Dress Code: clean, neat
Season: all year
Time Needed: weekday after school, weekend day
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2

SCHOOL DISTRICT # 140
GRISSOM JUNIOR HIGH
17000 South 80th Avenue
Tinley Park, Illinois 60477

Projects:

assist teachers in room preparation
cleaning
office/clerical
sports/coaching

Special Projects:

Book Registration Day
Graduation (ushering)

Minimum Age: none
Dress Code: neat, clean
Season: Spring, Summer
Time Needed: weekly
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4
Comments: Sports would be all year.

SCHOOL DISTRICT # 140
HELEN KELLER SCHOOL
7846 West 163rd Street
Tinley Park, Illinois 60477

Projects:
packing classrooms

Special Projects:
DARE Graduation & Banquet
Fun Fair (March)

Minimum Age: none
Dress Code: neat, clean
Season: Spring, Summer
Time Needed: daily, weekly
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4

SCHOOL DISTRICT # 135
HIGH POINT SCHOOL
14825 West Avenue
Orland Park, Illinois 60462

Projects:

ecology
lawn care
office/clerical
reading
teacher/library aide

Minimum Age: 14
Dress Code: clean, casual
Time Needed: daily, weekly
Training: none
Minimum Service Hours: prefer 24
Number of Hours Per Visit: 1-2

SCHOOL DISTRICT # 140
KIRBY SCHOOL
173rd & Ozark Avenue
Tinley Park, Illinois 60477

Projects:

clerical/office
handbooks
library (August)
Market Day (monthly)
planting
teacher aide

Special Projects:

Book Invoice Day
Cultural Arts Fair
Postcards in May
Winter Play

Minimum Age: none
Dress Code: neat, clean
Season: Spring, Summer
Time Needed: daily, weekly
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4

KORAES ELEMENTARY SCHOOL

11025 Roberts Road
Palos Hills, Illinois 60465

Projects:

computer work
office/clerical
physical work
reading to children
teacher aide
tutoring children

Special Projects:

Greek Festival
Holiday decorating

Minimum Age: 14

Dress Code: clean, neat, no spandex

Season: all year

Time Needed: daily, weekly, weekday after school, monthly

Minimum Service Hours: 4

Number of Hours Per Visit: 1-2

SCHOOL DISTRICT #146
MEMORIAL SCHOOL
6701 West 179th Street
Tinley Park, Illinois 60477

Projects:

arts/crafts
assist coaching (track)
computer lab
office work
reading (books on tape)
teacher aide

Minimum Age: none
Dress Code: neat, clean
Season: Fall, Winter, Spring
Time Needed: daily, weekly, weekday after school, monthly
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4

SCHOOL DISTRICT # 117
OAK RIDGE SCHOOL
8800 West 103rd Street
Palos Hills, Illinois 60465

Projects:

aide in elementary school
arts/crafts
helping handicapped children
music program
phone work/reception
photography
reading
tutoring children
usher/greeter

Minimum Age: none
Dress Code: neat, clean
Season: all year
Time Needed: weekly, biweekly, weekday after school
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2, 2-4

SCHOOL DISTRICT # 135
ORLAND JUNIOR HIGH
14855 West Avenue
Orland Park, Illinois 60462

Projects:

assist coaching/referee
helping handicapped students
office/clerical
phone/reception
tutoring

Minimum Age: 14
Dress Code: clean, casual
Season: Fall, Winter, Spring
Time Needed: daily (after school)
Training: none
Minimum Service Hours: 24
Number of Hours Per Visit: 1-2

SCHOOL DISTRICT # 118
PALOS SOUTH JUNIOR HIGH
131st Street & 82nd Avenue
Palos Park, Illinois 60464

Projects:

office/clerical
phone work
tutoring

Special Projects:

Snowflake

Minimum Age: none
Dress Code: clean, casual
Season: fall, winter, spring
Time Needed: varies with project
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2

SCHOOL DISTRICT # 127
WORTH ELEMENTARY
112th & Oak Park Avenue
Worth, Illinois 60482

Projects:

arts/crafts
computer work
office/clerical
teach an art class

Special Projects:

Drop Everything And Read Program
Help with Arbor Day

Minimum Age: none
Dress Code: no spandex or concert shirts
Season: winter, spring
Time Needed: weekday after school - weekly
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 1-2

SOCIAL ORGANIZATIONS

PALOS PARK WOMAN'S CLUB

12312 South 88th Avenue

Palos Park, Illinois 60462

Projects:

Good Neighbor Program

(linking youth with elderly in need)

i.e. yard work, raking, gardening, snow removal

Farmers Market

(July thru October every Friday)

Minimum Age: none

Dress Code: appropriate

Season: Summer, Fall

Time Needed: Farmers Market (Fridays)

Good Neighbor Program (depends on weather)

Minimum Service Hours: none

Number of Hours Per Visit: 1-2, 2-4, 4-6

Comments: Palos Park Woman's club meets at Palos Park
Presbyterian Church on the 2nd Thursday of every month. Address
above is meeting place, mailing address is different.

SOCIAL SERVICES

ASSOCIATION FOR CHILD DEVELOPMENT

928 Barnsdale

La Grange Park, Illinois 60525

Projects:

computer work
office/clerical

Minimum Age: none

Dress Code: neat, clean

Season: Summer

Time Needed: daily, weekly

Training: none

Minimum Service Hours: none

Number of Hours Per Visit: 1-2

BLUE CAP

2155 Broadway

Blue Island, Illinois 60406

Projects:

child care
computer work
cooking/clean up/food service
helping handicapped adults - children
lawn care
music programs
phone work
physical work
puppetry
reading
sign language
tutoring adults
tutoring children

Minimum Age: 16Dress Code: clean - no halter tops, no T-shirts, walking shorts
permitted in summerSeason: all yearTime Needed: weeklyTraining: noneMinimum Service Hours: noneNumber of Hours Per Visit: 1-2, 2-4Comments: Students need to call and set up an interview for proper placement of project. blue Cap has residential satellite sites where handicapped adults reside. Students are needed at all locations.

THE CENTER FOUNDATION

12700 Southwest Highway

Palos Park, Illinois 60464

Projects:

tour guides

Minimum Age: none

Dress Code: clean & casual

Season: fall, spring, summer

Time Needed: weekly & daily in summer

Training: none

Minimum Service Hours: none

Number of Hours Per Visit: 2-3

THE CENTER FOR LIVING WITH DYING

10300 West 131st Street
Palos Park, Illinois 60464

Projects:

general office work

Minimum Age: none
Dress Code: clean, neat, casual
Season: all year
Time Needed: weekly
Training: none
Minimum Service Hours: none
Number of Hours Per Visit: 2-4

CRISIS CENTER OF SOUTH SUBURBIA

7700 Timber Drive

Tinley Park, Illinois 60477

Projects:

arts/crafts
child care
music
tutoring
office/clerical
planting
lawn care

Special Projects:

Day Camp

Minimum Age: none

Dress Code: neat, clean

Season all year

Time Needed: daily, weekly, weekday after school

Training: none

Minimum Service Hours: none

Number of Hours Per Visit: 2-4

GATEWAY SPECIAL RECREATION ASSOCIATION

15 N 431 59th Street
Burr Ridge, Illinois 60521

Projects:

arts/crafts
child care
coaching - Special Olympics
day camp counselor/helper
help handicapped children - one on one with activities
horseback riding - helping children ride
maintain grounds - i.e., paint a fence
music program - present and teach
physical work
puppetry
sign language

Special Projects:

Horsemanship May 1 - October 3

Minimum Age: 12 and up, 16 for horsemanship
Dress Code: specific to program
Season: all year
Time Needed: weekly after school & evenings, weekend day & evening
Training: standard volunteer training - a few hours
Minimum Service Hours: 20
Number of Hours Per Visit: 1-2, 2-4, 4-6
Comments: Gateway is a special recreational facility for developmentally and physically handicapped children and adults.

HAVEN FOR TOTS CHILD DEVELOPMENT CENTER

3240 West 98th Street

Evergreen Park, Illinois 60462

Projects:

arts/crafts

child care

reading stories to children

Minimum Age: none

Dress Code: clean, casual

Season: all year

Time Needed: daily

Training: on site

Minimum Service Hours: 24

Number of Hours Per Visit: 2-3

Comments: Need a recent TB (within 2 years)

MUSCULAR DYSTROPHY ASSOCIATION

900 Jorie Blvd. Suite 24
Oak Brook, Illinois 60521

MDA Summer Camp
Lake Villa, Illinois

MDA Telethon
Elk Grove, Illinois

Projects:

assembling fund-raiser kits
counselor - summer camp
helping handicapped adults
helping handicapped children - at camp & other events
office/clerical
staffing MDA annual Labor Day Telethon

Special Projects:

MDA Telethon
Mother's Day Gifting Wrapping Program

Minimum Age: none - telethon & camp must be 16

Dress Code: none

Season: all year

Time Needed: will vary with projects

Training: on site as needed

Minimum Service Hours: none

Number of Hours Per Visit: camp will be an 8 day commitment, vary
with projects

NATIONAL SPINAL CORD INJURY ASSOCIATION

1032 South La Grange Road
La Grange, Illinois 60525

Projects:

computer work
office/clerical

Special Projects:

Wheel - A - Thon (June)

Minimum Age: none

Dress Code: neat, clean

Season: Winter, Spring, Summer, Fall

Time Needed: weekday after school

Training: none

Minimum Service Hours: none

Number of Hours Per Visit: 1-2

Comments: Wheel - A - Thon is held in June at Marion Joy in Wheaton, Illinois. Could use about ten students for registration.

ORLAND TOWNSHIP SENIOR SERVICES

15100 South 94th Avenue
Orland Park, Illinois 60462

Projects:

lawn care for seniors
helping seniors in need

Minimum Age: none

Dress Code: appropriate

Season: all year

Time Needed: weekly

Training: none

Minimum Service Hours: none

Number of Hours Per Visit: varies with project

PALOS OAK HILLS CEMETERY

12200 - 86th Avenue
Palos Park, Illinois 60464

Projects:

grounds maintenance

Minimum Age: 16
Dress Code: appropriate
Season: Spring, Summer, Fall
Time Needed: weekly
Training: on the job
Minimum Service Hours: 24
Number of Hours Per Visit: 2-4

PALOS - ORLAND RECORDING FOR THE BLIND

La Grange Road & 143rd Street
Orland Park, Illinois 60462

Projects:

clerical
recording/logging

Minimum Age: none
Dress Code: appropriate
Season: all year
Time Needed: biweekly
Training: on the job
Minimum Service Hours: none
Number of Hours Per Visit: 1-2
Comments: Detail work.

SERTOMA CAREER CENTER

4343 West 123rd Street

Alsip, Illinois 60658

Projects:

phone/reception
office/clerical
computer

Special Projects:

Auction (December, January)

Minimum Age: 16

Dress Code: no jeans, no tennis shoes

Season: Summer

Time Needed: daily

Training: on site

Minimum Service Hours: 24

Number of Hours Per Visit: 2-4

SOUTH SUBURBAN SPECIAL RECREATION

375 Oswego

Park Forest, Illinois 60466

various locations:

Tinley Park, Oak Forest, Homewood-Flossmoor,
Olympia Fields, Frankfort, Matteson, Hazelcrest,
Richton Park, Country Club Hills

Projects:

coaching
dance
day camp counselor/helper
helping handicapped adults
helping handicapped children
life guarding
sign language

Minimum Age: 14

Dress Code: appropriate

Season: all year

Time Needed: daily

Training: day camp 3 day orientation, everything else
general orientation

Minimum Service Hours: none

Number of Hours Per Visit: day camp 6, general 1-2

**SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL RECREATION**

6020 West 151st Street
Oak Forest, Illinois 60452

Projects:

child care

Special Projects:

reading/recording for the blind

Minimum Age: none

Dress Code: neat, casual

Season: all year

Time Needed: weekly

Training: on site

Minimum Service Hours: none

Number of Hours Per Visit: 1-2

SOUTHWEST YMCA
3801 West 127 Street
Alsip, Illinois 60658

The Barn
127th Sacramento
Blue Island, Illinois

Vogt Woods Building
Tinley Park, Illinois

McCarthy Park
Tinley Park, Illinois

Projects:

acting/drama - Teaspoons Club
aide - media club
develop service projects
foster kid program
organizing and supervising drop in center -
at The Barn, Vogt Woods Building, McCarthy Park
tutoring

Minimum Age: none

Dress Code: none

Season: all year

Time Needed: after school and evenings weekdays, and
weekends

Training: none

Minimum Service Hours: none

Number of Hours Per Visit: 2-4

UNITED WAY OF SOUTHWEST COOK COUNTY

15100 South 94th Avenue
Orland Park, Illinois 60462

Projects:

office/clerical

Minimum Age: none

Dress Code: clean, casual

Season: Fall

Time Needed: weekdays after school

Training: none

Minimum Service Hours: none

Number of Hours Per Visit: 1-2

YWCA

4343 West Lincoln Highway
Matteson, Illinois 60443

Projects:

child care
computer work
phone/reception
office/clerical
storage work

Special Projects:

mass mailings
Scholarship Luncheon
Tag Day

Minimum Age: none

Dress Code: neat

Season: all year

Time Needed: daily, weekly

Minimum Service Hours: none

Number of Hours Per Visit: 1-2, 2-4



YOUTH SERVICES

ORLAND TOWNSHIP YOUTH SERVICES

15100 South 94th Avenue
Orland Park, Illinois 60462

Projects:

counselor/drug education
food distribution
helping senior citizens - shoveling, raking
planning events
tutoring children
visiting nursing homes

Special Projects:

Holiday Food collection
Holiday toy collection
Kiwanis Peanut Day
Just Say No Days
Snowflake

Minimum Age: none
Dress Code: appropriate dress
Season: all year
Time Needed: weekly, monthly
Training: none
Minimum Serve Hours: none
Numbers of Hours Per Service: varies

RICH TOWNSHIP YOUTH SERVICE

22013 Governors Highway
Richton Park, Illinois 60471

Projects:

arts/crafts
child care
day camp counselor/helper

Special Projects:

serving hot meals
Salvation Army
PADS Program

Minimum Age: 15
Dress Code: appropriate
Season: summer, depends on project
Time Needed: daily, depends on project
Training: CPR optional
Minimum Service Hours: none
Number of Hours Per Visit: 5

**A Proposal To Add A Community Service
Educational Component To The District 230
Graduation Requirements**

**Submitted by the Community Service Committee
of the Strategic Planning Process.**

Committee Members:

**Amos Alonzo Stagg
Mary Anne Hiller
Mary Maxwell
Gail Pachyn**

**Carl Sandburg
Jim Bjorklund
Margaret Fillipo
John Flores**

**Victor J. Andrew
Lee Harsy
Michael Johnson, Chair
Nancy Signore**

Dr. Mary Biniewicz, Administrative Liaison

MISSION STATEMENT FOR DISTRICT 230 COMMUNITY SERVICE REQUIREMENT

In concurrence with the District 230 Mission Statement, the Community Service requirement embodies specific means to achieve our goals. The purpose of the Community Service graduation requirement is to prepare our students to deal with the complexities of today's world by actively participating in their communities. Our community service requirement allows the students to enrich their learning through recognition of the needs of their communities. The purpose of the Community Service requirement includes the following:

- a. To help students acquire life skills;
- b. To help students learn about the significance of rendering service to their community;
- c. To give students a sense of worth;
- d. To give students a sense of pride;
- e. To teach students about community organizations;
- f. To give students a sense of appreciation of the worth of community organizations;
- g. To help students understand their responsibilities as citizens in dealing with community issues;
- h. To teach students that their concerns about people and events in the community can have positive effects;
- i. To improve students' self-esteem;
- j. To improve the students' ego and moral development;
- k. To give students the opportunity to explore new roles, identities and interests;
- l. To enhance the students' willingness to take and accept new challenges;
- m. To have students assume responsibility and to accept the consequence of their actions;
- n. To develop intellectual development and academic learning in such areas as the expression of ideas, reading and record-keeping;
- o. To promote higher-level thinking skills such as open-mindedness;
- p. To enhance the skills of learning from experience;
- q. To have students learn about and be exposed to service-related skills.

To this end, students will be expected to pursue the following objectives:

- 1. Students will understand their responsibilities as citizens dealing with community issues;
- 2. Students will know that their concern about people and events in the community can have positive effects;
- 3. Students will develop pride in assisting others;
- 4. Students will provide services to the community without receiving pay.

THE PROPOSAL

It is the recommendation of the Community Service Committee that all students be required to complete a community service educational component as part of their graduation requirements. Students may elect to complete this requirement in one of two ways: performing twenty-four hours of community service or submitting a research paper on a problem associated with providing needed service in the community. This graduation requirement shall be ungraded and shall have no effect on a student's grade point average.

THE COMMUNITY SERVICE PROJECT

Program Description

The Community Service Program requires students to perform a minimum of 24 contact hours of service in a maximum of three projects. Projects shall be performed outside the school day, shall not benefit the high schools or their ancillary organizations, and shall not earn the student any academic or co-curricular credit, nor shall the student receive any remuneration or credit in any other organization. Completion of the Community Service Program will not include projects which are inherent to a curricular or co-curricular activity.

Students will receive instruction in the philosophy and procedures of the program during the homeroom of their first semester in District 230. Students will then register for a Community Service Homeroom during the semester they wish to begin community service. During this semester they will apply for approval of their project from the approved project list or initiate a project of their own. Students are to submit a written evaluation of their experience upon completion of their project. Students may also meet the requirement through a group project sponsored by a team or club or class and approved by the Coordinator. Such projects must be submitted through an adult project sponsor.

The Community Service Homeroom will be a separately scheduled homeroom staffed by a teacher who has volunteered to accept this homeroom assignment. The Community Service Homeroom will serve as a source of structure for students and the Coordinator. The role of the homeroom teacher will be to serve as a mentor for students as they perform community service. This would include distributing and collecting required paperwork, advising students on selecting a project, identifying problems and communicating with the Coordinator on these problems. It is expected that some students will meet their required service during summer. Therefore, not all students will need to sign up

for a Community Service Homeroom. In addition, other phases of the Strategic Plan may alter the homeroom concept. This may require revision to the above portion of the Community Service proposal.

Students who fail to meet their obligations in connection with an approved project or who fail to perform in an acceptable manner at a service project site shall be removed from the Community Service Program and shall meet the requirement through the alternative program.

Staffing and Logistics

This program will need adequate staff allocation to be successful. It is recommended that each school have a full time Community Service Coordinator who will each have the assistance of a 10 1/2 month secretary. (See Appendix I for rationale and recommended schedule.)

The duties of each Coordinator shall include:

- *Contacting agencies to identify needed service projects.
- *Reviewing agency and student requests to determine their appropriateness as student projects.
- *Preparing students to participate in community service.
- *Maintaining a current list of service projects needed by the community.
- *Matching agency requests with student volunteers.
- *Monitoring on-going projects.
- *Developing appropriate forms for the Community Service and alternative programs.
- *Maintaining an accurate recordkeeping process to ensure completion of the graduation requirement.
- *Monitoring student progress and providing feedback where needed.
- *Suggesting topics for students who select the alternative assignment.
- *Evaluating student project reports and alternative papers.

- *Conducting evaluations with agencies and students so that recommendations for improvement can be made.
- *Notifying the Registrar of students who have completed their community service.
- *Supervising and evaluating classified personnel.

The following duties shall be shared by the building Coordinators:

- *Reporting to the Administration and Board on all aspects of the program.
- *Serving as the official district representative to the state program, the community and other organizations.
- *Assisting the Public Relations Director in keeping the staff and community aware of the program and its accomplishments.
- *Preparing a student interest survey to assist in matching students to the types of service in which they would be most successful.
- *Preparing the program brochure.
- *Preparing budget recommendations.
- *Convening the Advisory Committee and submitting any recommendations for modification of the program to the Administration.

Each Coordinator shall have office space accessible to students. Each building program shall have two computers with software capability to maintain a data base on the students and a data base on the agencies, as well as all forms, letters, reports, guidelines, etc. It is important that the computer software be available from the inception of the program so that data entry duplication is avoided. (Refer to Appendix II for other specific equipment recommendations.)

Student Program Awareness And In-Service

Students will be made aware of the program through a variety of ways. A brochure describing the program will be presented to all incoming freshmen at each school's eighth grade orientation and registration. This brochure will acquaint the students and their parents with the educational objectives of the program, describe typical kinds of service activities and alternate

assignments which are available and offer suggestions on how to meet the community service graduation requirements.

Also, first semester freshmen will meet with the Community Service Coordinator during their homeroom periods to receive instruction on the objectives and procedures of the program, ask questions, and receive assistance in developing a plan to ensure completion of the requirement by the end of the first semester of their senior year. In addition to the Coordinator's presentation, an A-V presentation will be developed to help teach the philosophy of the program, and successful student volunteers will be utilized to assist in teaching students about the benefits of the program. Each school shall also include information on the program in the school curriculum guide and in the school newsletter.

Transfer students shall receive the brochure at registration and shall meet with the Coordinator as part of their orientation. Transfer students shall get credit for any prior community service provided it meets the criteria of the District 230 program.

Guidance counselors shall monitor the community service graduation requirement each year at registration and will remind students of the requirement as part of the registration process.

Project Availability

The Coordinator shall compile and make available for students, a list of service activities needed by community agencies. This list shall include the type and amount of service needed, the time required, and other pertinent information for each project. Students may visit the Coordinator's office and examine the list. Also, the Coordinator will alert students about available projects through the Community Service Homeroom and through club and team sponsors who are willing to organize group projects for their students.

Project Approval

Students must secure permission from the Coordinator prior to engaging in a community service project.. This shall be done in the manner prescribed by the Coordinator and will involve completing an application including parent and agency approval. Students who wish to perform service for projects other than those on the approved list shall be responsible for presenting such projects to the Coordinator in the manner prescribed so that they may be approved. Approval shall be contingent upon the service project meeting the stated criteria as determined by the Coordinator. Group projects must be submitted by the advisor who will be responsible for conducting the activity.

Each student is responsible for submitting all project documents to the Coordinator. The Coordinator will be responsible for submitting official transcript data to the Registrar.

Approved Projects

To qualify for approval, a project must meet the following criteria:

- *It must contribute to the completion of a task which will benefit the community or needy individuals and/or groups in the community.
- *It must provide students with a worthwhile learning experience.
- *It must not involve fundraising for non profit agencies nor generate profits for any private company.
- *It must not cause a reduction in the number of employees at an agency.
- *It must not place students in any situation which would pose a risk to their health or safety.
- *It must not place students in a situation that would be inappropriate for their age, background or level of maturity.
- *Although community service through religiously affiliated organizations is permitted, the service rendered shall not be religious in nature. Participation in forms of worship or religious instruction, or in activities whose main purpose is to further the religious goals of the organization, shall not be counted toward fulfillment of the community service requirement.

Transportation

Transportation to and from the service agency shall be the responsibility of the student. Some group projects may allow for district bus/van transportation with the approval of the Coordinator.

Advisory Committee

A committee composed of staff, students and community representatives from each school shall serve as an advisory group for the building coordinators. This committee shall meet as

needed to assist in the evaluation of the effectiveness of the program, and shall recommend modifications in the program when appropriate. Factors to be considered by the committee shall include: the quality of the learning experience for the students; the impact of the program on the total school program; the effect of the program on the community; and the effect of the program on the district/community relationship.

THE RESEARCH PAPER PROJECT

In keeping with our mission statement, the research option to fulfill the Community Service graduation requirement allows the student to

- A. Select an issue relevant to his or her community;
- B. Gather information on the issue through interviews and background reading;
- C. Reach a conclusion;
- D. Write up the findings in a report that could be presented to those officials involved with the issue.

Any student selecting the research option may, with the approval of the Coordinator, select his own issue. He may also decide to research an issue from the list of suggestions which will be available to him. Whatever topic is chosen, the topic must be approved by the Coordinator. When the topic is approved, the student will receive an interviewing technique sheet.

Prior to the interviews, the student will submit to the Coordinator both the names and positions of the people he is interviewing and a list of questions he is planning to ask.

The research option directs the student through the following steps:

I. Preparation

- A. Do some serious thinking about a community related problem that you want to find out about. This problem should have two sides to it so your research can pull out the competing points of view

and can clearly show what the problem is and why there are different points of view.

Here you have to read up on the topic, determine the experts you will want to interview, write up good and probing interview questions, be willing to interview the experts, and put all your efforts into a written report form.

- B. Have the topic - the thesis statement - you have selected approved. The idea for your research may come from the suggested topics or from your own interests in your community.
- C. Develop your expertise on the topic through extensive background readings from books, research papers, local and metropolitan newspapers, metropolitan magazines, etc.
- D. Establish the questions you want to ask the experts.
- E. Schedule and conduct a MINIMUM of four (4) interviews with experts on the topic and the pros and cons related to it. An expert is NOT your friend who has an opinion on something, but a person with knowledge in depth on the topic.

II. Content and Form

- A. Prepare a report which identifies and explains the issue, the current and/or recommended policies/actions on that issue, your own position on what ought to be done, and why you take that position.
- B. THE PAPER MUST BE DOUBLESPOCED AND TYPED. All the correct forms for a research paper MUST be followed. Include bibliography and endnotes. The minimum length to fully explore the topic shall be 10 typed pages.
- C. Revisions may be necessary. Final acceptance of the report will be given by the Coordinator.

*See next page
for changes.*

APPENDIX I

RATIONALE FOR RELEASED TIME

Coordinator

Based upon the experience of the Bloomfield Hills, Michigan program, we believe that each Coordinator should be released full time to effectively manage the program. Bloomfield's program is similar to this proposal in that students do not perform community service as part of a class. Their handbook recommends one half-time Coordinator for a full year prior to beginning the program and one full-time Coordinator for approximately two hundred students contributing forty hours of service. This proposal anticipates eventually reaching five hundred plus students per Coordinator overseeing twenty-four hours of service.

If the program is to become effective with the class of 1996 it is necessary for the school Coordinators to be granted time in the summer of 1992 to prepare the brochure, make contact with area agencies and plan the first semester orientation program.

In the first year of the program, when only freshmen will be involved, it is expected that much Coordinator time will be devoted to meeting with community agencies and developing the Community Service Homeroom Program. In subsequent years it is expected that there will be less of a need to meet with agencies. However, because the number of students served will increase by one-fourth each year until all students will become involved in 1995-96, it is recommended that the amount of released time for each Coordinator be re-evaluated after the second year of operation of the program.

Secretary

This program will require extensive recordkeeping, as well as extensive contact with the agencies. The committee expects that the amount of secretarial time needed will increase directly with the number of students involved in the program. Therefore, the following schedule is recommended:

For 1992-93 school year -	.5	10 1/2	month secretary
For 1993-94 school year -	.75	10 1/2	month secretary
For 1994-95 school year -	full time (1.0)	10 1/2	month secretary

A MODIFICATION TO THE COMMUNITY SERVICE PROPOSAL

Released Time for the Building Coordinator

Based upon discussion with the Education Committee, the Community Service Committee is recommending that the released time for each Coordinator be reduced to two periods for the 1992-93 school year. For the 1993-94 school year the released time shall be three periods for the Andrew and Stagg Coordinators and four periods for the Sandburg Coordinator. Following the second year of operation of the program, it is still recommended as in the original proposal, that staff allocation be re-evaluated for the 1994-95 school year.

Rationale

This reduction in released time will not adversely affect the program if the actual performance of community service for the Class of 1996 is delayed until the summer of 1993. This will allow the Coordinators to utilize the fall semester of 1992 to develop the in-service portion of the program and present it to the Class of 1996 during the second semester. Coordinators will also have a full academic year to present the program to area agencies and to refine the internal and external reporting systems. The original goal of requiring community service of the Class of 1996 will still be achieved at considerably less expense to the District.

Estimated Cost for 1992-93

\$10,000 (Estimated 20% of salary & fringes at M.A.+15, 12th step)

 x 6 released periods
\$60,000 Teacher released time cost.

\$13,700 (50% of 10 1/2 month secretary salary and fringes)

 x 3
\$41,100 Secretarial released time cost.

APPENDIX III

Attached is a summary of the community needs assessment survey conducted by the committee. Questionnaires were sent to about fifty-five agencies across the district. Responses were received from thirty-eight agencies, an unusually high response rate for a survey. Results indicate that the need for service definitely exists. However, not all requests seem to meet the guidelines of the proposal, especially in the goal of providing a student with a worthwhile educational experience. For example, some of the church requests may not qualify. This indicates that the Coordinators will need to make consistent judgements about all projects. There is also the feeling on the committee that when the program is in full operation, with 1500-1600 students needing twenty-four hours of service per year, it may strain the local agencies ability to provide quality experiences. This may be an advantage in that it will challenge students to identify needs not currently being met by existing agencies and, it is hoped, initiate group projects to meet these needs.

DIST. 230 COMMUNITY SERVICE COORDINATOR RESPONSIBILITIES

DUTIES OF EACH BUILDING COORDINATOR:

- * Contacting agencies to identify needed service projects.
- * Reviewing agency and student requests to determine their appropriateness as student projects.
- * Preparing students to participate in community service.
- * Maintaining a current list of service projects needed by the community.
- * Matching agency requests with student volunteers.
- * Monitoring on-going projects.
- * Developing appropriate forms for the Community Service and alternative programs.
- * Maintaining an accurate record keeping process to ensure completion of the graduation requirement.
- * Monitoring student progress and providing feedback where needed.
- * Suggesting topics for students who select the alternative assignment.
- * Evaluating student project reports and alternative papers.
- * Conducting evaluations with agencies and students so that recommendations for improvement can be made.
- * Notifying the Registrar of students who have completed their community service.
- * Supervising and evaluating classified personnel.

**CARL SANDBURG
COORDINATOR**

**VICTOR J.
ANDREW
COORDINATOR**

**A. A. STAGG
COORDINATOR**

DUTIES SHARED BY BUILDING COORDINATORS:

- * Reporting to the Administration and Board on all aspects of the program.
- * Serving as the official district representative to the state program, the community and other organizations.
- * Assisting the Public Relations Director in keeping the staff and community aware of the program and its accomplishments.
- * Preparing a student interest survey to assist in matching students to the types of service in which they would be most successful.
- * Preparing the program brochure.
- * Preparing budget recommendations.
- * Convening the Advisory Committee and submitting any recommendations for modification of the program to the administration.

STRATEGIC PLANNING COMMUNITY SERVICE COMMITTEE
NEEDS ASSESSMENT SURVEY

Organization	Time of Year	No. of hours per visit	Type of Service	Special Requirements	# of Students Accepted During Year
HEALTH CARE:					
American Cancer Society	Spring (for special projects)	6-8	Distribution of information	Orientation Mtg.	Unlimited
Americana Healthcare Center	Year round (daily)	1-2	Visiting elderly, reading, transporting, etc.	None. Musical skills welcome.	Unlimited
Bridgeview Healthcare Center	Year round (daily)	2-4	Visits, reading, letter writing, assisting on shopping trips, etc.	Maturity & sense of responsibility	Unlimited
Howe Developmental Center	Year round (anytime)	No Requirement	Visits, walks, gym programs, choral groups, clothing services, etc.	Talents of volunteer will be matched to activity	Unlimited
Oak Forest Hospital	Year round (daily, weekly, special proj.)	2-4	Wheelchair escort, office assistance, assist staff with patient activities	Minimum 14 yrs of age	20-30
Palos Community Hospital	Summer (weekly)	2-4	Delivery of laboratory analyses; charts, flowers, mail, etc.	medical form, orientation, Min. 15 yrs of age. Must donate at least 50 hrs of service.	

STRATEGIC PLANNING COMMUNITY SERVICE COMMITTEE
NEEDS ASSESSMENT SURVEY

Organization	Time of Year	No. of hours per visit	Type of Service	Special Requirements	# of Students Accepted During Year
CHURCHES:					
All Saints Lutheran Church	Summer (for special projects)	Depends on project	Day-camp and summer youth programs	Comfortable dress	Depends on project
Grace Fellowship Church					None needed
Palos Park Presbyterian Church			Does not believe that public schools should become a service agency		
Peace Memorial Church & Child Care Center	Year round (daily, weekly, bi-monthly, special proj.)	1-8	Filing, photography, artwork, word processing, videotaping, copying, costume & set construction	Vary according to service	30-40 each for childcare and church
Sacred Heart Religious Educ.	Year round (daily, weekly special proj)	1-4	Preparing classrooms, tutoring, assisting teachers	Catholic, if tutoring or assisting teacher	1-2 daily Mon-Fri; 2-4 Sat.
St. Michael Church - Youth Ministry Office	Year Round (weekly)	1-2	General office work, escort for junior high summer trips	Sophomore or older, typing & computer skills helpful	1
St. Vincent de Paul Society	Year round (for special projects)	2-4	Food & clothing drives	Courteous, own transportation	20-25
Salem Baptist Church	Fall, Winter Spring (weekly & spec. proj.)	1-2	Assist in Children's Bible Club	Member of Baptist Church	

STRATEGIC PLANNING COMMUNITY SERVICE COMMITTEE
NEEDS ASSESSMENT SURVEY

Organization	Time of Year	No. of hours per visit	Type of Service	Special Requirements	# of Students Accepted During Year
CHURCHES (Cont'd)					
Tinley Park United Methodist Church	Year round (weekly)	2-4	Custodial	Male preferred	1-2
United Methodist Church	Year round (weekly & spec. proj)	1-8	Food Pantry & other	-	5-6
SCHOOLS:					
Central Jr. High School	Year round (weekly)	1-2	Tutoring, mentoring	Jr. or Sr.	Varies
Conrady Jr. High Socrates Tutoring Program	Winter/ Spring (biweekly)	1-2	Tutoring Recordkeeping	G.P.A. of C or better	1-10
Conrady Jr. High English Dept.	Winter/ Spring (for spec. proj.)	1-2	Assisting Teacher	Ability to follow directions & work independently	5
Christa McAuliffe Elementary School	Fall, Winter Spring (weekly)	1-2	Tutoring, Classroom Aide	Dependability; dress code	25-75
Grissom Jr. High	Fall/ Winter (daily, weekly)	1-2	Tutoring	Attributes of citizenship & academic proficiency	2-3 weekly

STRATEGIC PLANNING COMMUNITY SERVICE COMMITTEE
NEEDS ASSESSMENT SURVEY

Organization	Time of Year	No.of hours per visit	Type of Service	Special Requirements	# of Students Accepted During Year
SCHOOLS: (Cont'd)					
Orland Junior High	Fall/Winter Spring (daily)	1-2	Tutoring	Min.16 yrs of age Willingness to assist special ed. students	Open
Palos East H.S. Dist.118	Year round (weekly & spec. proj.)	1-2	Assist in Media Cntr, P.E. and classroom, reading to students	--	20
Palos West	Year round (daily)		Assist in lunchroom, media, classroom	Appropriate dress	3-5
Palos South Jr. H.S.	Year round (weekly, spec. proj.)		Working with students, setting up projects	Willingness to help; articulate	As many as can be accommodated
School Distr.#118 Central Office	Summer (spec.proj.)	2-4	Labeling, typing, filing	Office skills	6-10
Lt. Joseph P. Kennedy School	Year round (weekly)	1-2	Tutoring	Willingness to work with peers; dress code	5 per semester

STRATEGIC PLANNING COMMUNITY SERVICE COMMITTEE
NEEDS ASSESSMENT SURVEY

Organization	Time of Year	No. of hours per visit	Type of Service	Special Requirements	# of Students Accepted During Year
TOWNSHIPS:					
Tinley Park Park District McCarthy Park	Spring (weekly)	2-4	Preparing summer baseball programs	dress code	3
Tinley Park Park District	Year round (biweekly)	1-8	Special events assistance	Ability to communi- cate well; positive attitude	4 each season
Orland Township Senior Citizen Service			Call for further info.		
Orland Fire Protection District	Summ/Fall/ Spring (spec.proj.)	2-6	Assisting with public education & fire protection activities	typing, dress code	
Tinley Park Police Dept. Crime Prevention Unit	Monthly Spec. proj.	4-6	Help with Neighborhood Watch Program, child fingerprinting	Dress code	12-24
Palos Township				Liability insurance of \$5,000,000	
Orland Township Food Pantry	Varies (monthly, spec.proj.)	2-4	Sorting & stocking canned goods		Varies
Orland Township Health Service and Youth/Family Services	Year round (weekly, monthly, spec.proj.)	1-6	Assisting staff with immunizations & clerical work	Good interpersonal skills	3-5

STRATEGIC PLANNING COMMUNITY SERVICE COMMITTEE
NEEDS ASSESSMENT SURVEY

Organization	Time of Year	No. of hours per visit	Type of Service	Special Requirements	No. of Students during year
Bremen Youth Service	primarily summer, other seasons possible (daily)	4-6	Help to supervise summer camp	older students	5-12
Hickory Hills Park District	Year round (spec proj)	2-4	Assistance with holiday events	people-oriented	30+
OTHER:					
Boy Scouts Camp Kiwanis	Year round		Nature demonstration, etc.	ecology minded with minimal need of supervision	Unlimited
Palos-Orland Recording for the Blind			Double-checking recorded tapes	Training done at studio	Unlimited
Bremen Historical Society	Year round (weekly, biweekly, spec.proj)	Optional	Giving tours, filing, doing research, cleaning	Appropriate dress	Open
Shady Oaks Camp - Parents Assoc. for Cerebral Palsy	summer, spring (daily, weekly, biweekly, monthly, spec. fall proj.)	1-8	Tag days, craft fairs fundraisers		Open

STRATEGIC PLANNING COMMUNITY SERVICE COMMITTEE
NEEDS ASSESSMENT SURVEY

Organization	Time of Year	No. of hours per visit	Type of Service	Special Requirements	No. of Students during year
Village of Orland Park various locations	Summer, fall, spring	2-4	Recycling, weed flowers, paint playground, wax vehicles	16 yrs + safety wear	10 students
O.P. Parks & Recreation various locations	summer, fall winter, spring (daily, weekly, biweekly, monthly, spec. proj.)	1-8	assistant in recreation program	ability to work with people	varies
O.P. Franklin Loebe Center	4x a year for 6 wks at a time (spec proj)	2-4	clerical projects	16 yrs + dress code	one at a time
Village of Palos Park	Year round (monthly, spec proj)	4-6	clerical, mowing lawns	apropriate dress	unlimited
Palos Park Recreation Dept.	Year round (daily)	1-2	Teach or assist in recreational classes, scorekeeping, clerical duties, maintenance	sports knowledge or skill would be helpful	Unlimited
Palos Heights Public Library	Year round (daily, monthly, spec proj)		Bookshelving, filing	Computer skills, typing, artistic skills helpful	10
Tinley Park Public Library	Year round (daily)	2-4	Typing, filing, reading at story time, crafts, cleaning		12