

**STUDENT INSTRUCTIONS:** Complete this form legibly in ink and have it approved by the student service learning (SSL) coordinator prior to earning SSL hours with an organization or opportunity that is not tagged as MCPS SSL Approved at the website [www.mcpsssl.org](http://www.mcpsssl.org). Maintain copies of all forms for your records.

**STUDENT INFORMATION—To be completed by the student allowing 2 weeks for review by the school SSL coordinator.**

Student's Name \_\_\_\_\_ ID No. \_\_\_\_\_  
*Last First MI*

Parent/Guardian \_\_\_\_\_ Phone: Home \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ First Period Teacher \_\_\_\_\_

E-mail \_\_\_\_\_

Identify what you will do \_\_\_\_\_

Proposed dates of service: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_. (maximum 1 school year)

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature, Student Date*

**PARENT/GUARDIAN APPROVAL: My signature below verifies that:**

- I approve and accept full responsibility for my child's participation in this opportunity with this organization.
- I know this request must be approved by the SSL coordinator prior to my child beginning the activity.
- I understand that by participating in this activity my child will not receive direct supervision from MCPS staff or from anyone who has participated in the MCPS SSL training available to nonprofit, tax-exempt organizations.
- I understand that there are approved SSL organizations and opportunities available to my child where supervision is provided by MCPS staff or supervisors from nonprofit, tax-exempt organizations that have participated in SSL training and agree to adhere to MCPS guidelines.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Parent/Guardian Name (PRINT) Signature Date*

**NONPROFIT, TAX-EXEMPT ORGANIZATION INFORMATION AND AGREEMENT—To be completed by the supervisor**

Organization Name \_\_\_\_\_ Tax Exempt Number \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State ZIP Code*

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Secular activities to be performed by student include \_\_\_\_\_

My signature below verifies that

- I am 18 years old or older.
- I agree to the SSL guidelines listed on the back of this form.
- I agree to supervise the student in the above activities in a public place.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Name (Print) Title Signature, Supervisor Date*

**APPLICATION REVIEW BY SSL COORDINATOR**

Approved  Disapproved

This does not meet SSL guidelines.

Other (explain) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature, Student Service Learning Coordinator Date*

**Student Follow Up:** Submit completed MCPS Form 560-51: *Student Service Learning Activity Verification* to the School SSL coordinator.

- By the last Friday in September for summer service
- By the Friday before first semester exams begin to document service during the First semester
- By the Friday before second semester exams begin to document service during Second semester



## GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

This MCPS Form 560-50: *Request for Student Service Learning Preapproval* must be completed and submitted to the school SSL coordinator PRIOR to beginning an opportunity for which SSL hours are desired with an organization that is not tagged as MCPS SSL approved on the website [www.mcpsssl.org](http://www.mcpsssl.org). Please allow 2 weeks for the SSL Coordinator to review this request. The following guidelines must be met by the nonprofit, tax-exempt organization for the *Request for Student Service Learning Preapproval* to be granted.

- All activities must be performed through a nonprofit, tax-exempt organization in a public place, following phases of preparation, action, and reflection.
- All activities must be secular in nature, based on a recognized need in the community and completed outside of the instructional day.
- The supervisor must be over 18 years of age and someone other than a member of the student's family.
- The activity must be performed without financial compensation.
- One service-learning hour must be awarded for one hour of service, maximum 8 hours per 24 hour period.
- The nonprofit, tax-exempt organization must comply with all federal, state, and local laws that forbid discrimination on the basis of race, creed, gender, age, disability, religion, and/or national origin.
- The nonprofit, tax-exempt organization must prohibit verbal abuse, threats, and/or physical violence directed toward others.
- The nonprofit, tax-exempt organization must prohibit sexual harassment.
- Student Follow Up: Submit completed MCPS Form 560-51, *Student Service Learning Activity Verification* to the School SSL coordinator:
  - By the last Friday in September for summer service
  - By the Friday before first semester exams begin to document service during the First semester
  - By the Friday before second semester exams begin to document service during Second semester