



Community Service Manual

2023-2024

BE YOUR BEST AT CHS

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HOW DOES VOLUNTEERING BENEFIT STUDENTS?

Being successful in the Liberal Arts College Preparatory Magnet at Columbus High School takes commitment on many levels. Every aspect of our program is designed to build confidence and self-esteem. One key component of our program includes being involved in the total magnet program by volunteering. Sharing your skills with other people through volunteering can be very rewarding. Not only does it provide the opportunity to meet interesting people, it is a chance to give back to the community where you live. Here are just a few of the many other benefits volunteering can provide:

- Grow in empathy and understanding
- Learn and strengthen life skills
- Gain a sense of accomplishment
- Cultivate experience in an area related to a future career
- Develop time management, organizational, leadership and teamwork skills that will impress college admission officials
- It can even be fun!



REQUIREMENTS

Just as there are academic requirements for our program, there are also community service requirements.

- **9th, 10th, and 11th** graders must complete **20 hours** of community service **per year** (60 total). Seniors (12th graders) obtain their community service hours via AP Capstone or their Senior Project.
- All 20 hours must be completed with the agency the student selects during community service registration. Students are not allowed to obtain hours through multiple agencies or with any agency outside of our approved list (see p. 8-9).
- Service hours should be logged on the [Community Service Log Sheet](#). Paper copies are available outside the Magnet Office. Digital forms can be found online via the school website under Forms and Printable Docs.
- Students may not serve at any organization that employs their parents. More specifically, a relative cannot serve as your volunteer supervisor.
- Volunteer hours can be completed between **June 1, 2023-April 29, 2024**. Therefore, extracurricular activities, going out-of-town, or other scheduling conflicts will not be accepted as reasons for not meeting the community service completion deadline.

EXPECTATIONS

Commitment

Each service activity listed in this booklet IS A JOB. You must clearly establish your commitment by planning the days and hours you are going to work.

- **Always be on time.** If you are unable to work on your scheduled day due to an emergency, notify the supervisor for your agency in a timely manner.
- **Dress appropriately** for your job assignment.
- **Conduct yourself** in a manner that reflects **positively** on your status as a Columbus High School student and you as a person. Students must follow the same behavior expectations as when they are at school. Please refer to the student handbook for specific details.

Note to Parents

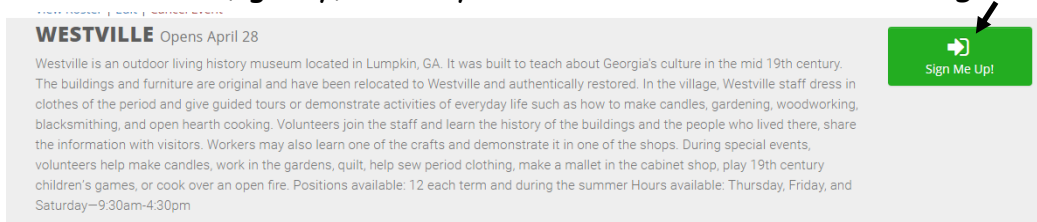
Volunteers play an important role in the success of these agencies. Most of them have a dedicated volunteer coordinator who handles scheduling. The coordinator knows how many volunteers are needed each day. If a parent/guardian calls the agency and requests a change in their child's schedule for any reason other than an emergency, it creates a lot of work for the agency's volunteer coordinator and the other volunteers. There may not be anyone to fill the student's slot. Other volunteers must be contacted, and they have to change their schedules to fill the void. It is not the agency's responsibility to accommodate volunteers who have transportation issues or are going to out of town. We value our partnership with each of our agencies and strive to maintain a positive relationship with them. Remember, your student has made a commitment to be at the agency at a certain time. One of the goals for the community service requirement is to teach responsibility and commitment. Please help us by insisting that your student meet his or her obligation.

REGISTERING FOR AN AGENCY

Students will select a volunteer agency through our online registration portal. A list of the available agencies can be found on p. 8-9 of this manual. Make note of agencies that peak your interest. Detailed information (general description, possible tasks, days/times, number of positions available, etc.) is provided in the portal for each organization.

Please note, the registration process works best using the **student's Chromebook**. Phones and non-MCSD devices may not work successfully.

- 1) Visit this link to start the registration process:
<http://apps.muscogee.k12.ga.us/SignMeUp>
- 2) If prompted, enter your MCSD credentials: **GTID number** (not email address) and **password**.
- 3) Click **GO TO EVENT LIST** button located in the bottom middle of the page.
- 4) You will be taken to the **Available Events** page.
- 5) Thoroughly read the description/details provided for each agency. Talk with your parent/guardian about your selections. Since they may have to provide transportation for you, it is important to select something which also works with their schedule. **Some agencies have age or other requirements, so read all of the information carefully before making your selection.**
- 6) Find the event (agency) where you want to volunteer and click **Sign Me Up!**

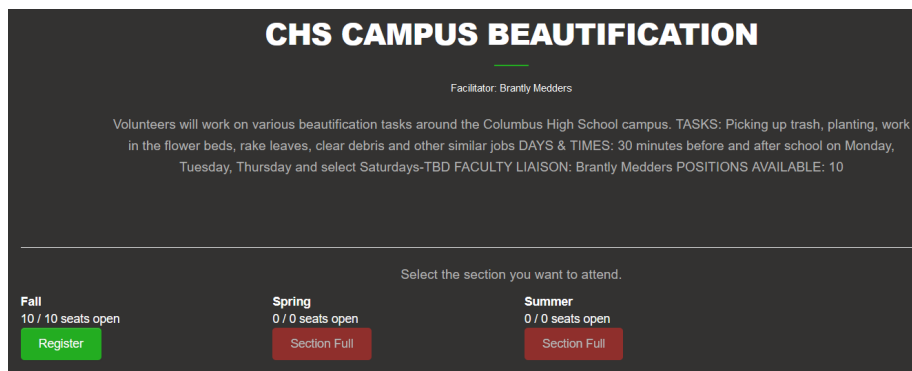


WESTVILLE Opens April 28

Westville is an outdoor living history museum located in Lumpkin, GA. It was built to teach about Georgia's culture in the mid 19th century. The buildings and furniture are original and have been relocated to Westville and authentically restored. In the village, Westville staff dress in clothes of the period and give guided tours or demonstrate activities of everyday life such as how to make candles, gardening, woodworking, blacksmithing, and open hearth cooking. Volunteers join the staff and learn the history of the buildings and the people who lived there, share the information with visitors. Workers may also learn one of the crafts and demonstrate it in one of the shops. During special events, volunteers help make candles, work in the gardens, quilt, help sew period clothing, make a mallet in the cabinet shop, play 19th century children's games, or cook over an open fire. Positions available: 12 each term and during the summer Hours available: Thursday, Friday, and Saturday—9:30am-4:30pm

Sign Me Up!

- 7) At the bottom of the page, select the green **Register** button. The Register button will only be available (green) under FALL unless it is a SUMMER ONLY opportunity.
⇒ **Note:** The Register button will not be available (red) if the slots have already been filled.



CHS CAMPUS BEAUTIFICATION

Facilitator: Brantly Medders

Volunteers will work on various beautification tasks around the Columbus High School campus. TASKS: Picking up trash, planting, work in the flower beds, rake leaves, clear debris and other similar jobs DAYS & TIMES: 30 minutes before and after school on Monday, Tuesday, Thursday and select Saturdays-TBD FACULTY LIAISON: Brantly Medders POSITIONS AVAILABLE: 10

Select the section you want to attend.

Fall	Spring	Summer
10 / 10 seats open	0 / 0 seats open	0 / 0 seats open
Register	Section Full	Section Full

- 8) Once the registration is completed, a confirmation box will appear with the message, 'You have successfully registered for this event!'

You have successfully registered for this event!
By selecting another option below you will be dropped from your previous selection and enrolled in your new choice.

[Print Permission Form](#)

COLUMBUS YOUTH SOCCER ASSOCIATION

Facilitator: Reyvid Torres

The Columbus Youth Soccer Association at the Woodruff Farm Road Soccer Complex needs volunteers to assist with soccer tournaments and the concession stand. TASKS: work in the concessions stand, hospitality, office tasks, inventory, etc. DAYS AND TIMES: 8:30 am - 2:30 pm Saturdays and some weeknights during Fall and Spring seasons, as well as tournaments, as scheduled LOCATION: 3151 Woodruff Fam Rd, Columbus, GA 31907 FACULTY LIAISON: Reyvid Torres POSITIONS AVAILABLE: 25

Select the section you want to attend.

Fall 25 / 25 seats open Register	Spring 0 / 0 seats open Section Full	Summer 0 / 0 seats open Section Full
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- 9) **PRINT A COPY** of your registration using the **Print Permission Form** button in the confirmation box for your records. Unless otherwise contacted by the Magnet Office, you are expected to complete your service hours with the agency you selected.

WHAT HAPPENS NEXT?

Getting Started: Each agency is assigned a CHS teacher who acts as a **Faculty Liaison** between the volunteer coordinator and the students.

- If you have selected a SUMMER ONLY opportunity or would like to get started volunteering before August, you need to directly contact the Faculty Liaison for your agency (see p. 8-9 for a complete list).
- If you plan to start your community service in August, **Community Service Orientation** meetings will be held once the school year has begun. During the meeting, you will learn the requirements of the agency, appropriate dress, etc., as well as, how to sign up for the dates and times to volunteer.

Submitting Your Log Sheet: Blank paper copies of the 2023-2024 [Community Service Log Sheet](#) can be found in a basket outside the Magnet Office door. Digital copies are available on the school website by selecting the Forms and Printable Docs button and scrolling to the Magnet Forms section.

- Once you have completed all 20 hours of your community service requirement, have the volunteer coordinator sign and complete the bottom portion of the form.
- **Instructions on how to submit completed log sheets will be provided in August.**

COMMUNITY SERVICE FAQs

Who do I contact to ask questions about my community service agency?

All questions specific to the community service agency should be directed to the Faculty Liaison. Questions pertaining to Community Service requirements should be directed to the Magnet Office.

Can I change my community service agency after registration closes?

Students are not allowed to change agencies once registration is closed. Many of these agencies depend on our students to operate their programs. Therefore, it is imperative that students fulfill their obligation.

Can I volunteer during school hours?

Students are not allowed to miss school in order to complete volunteer hours. Hours should be completed before/after school or during school holidays and breaks.

What is the deadline for completing the community service requirement?

*Community service hours should be completed **June 1, 2023-April 29, 2024**.*

What happens if I do not complete my hours before the deadline?

*Students who do not submit a completed log sheet **April 29, 2024** will receive a **Magnet Probation Contract** letter which must be signed by both the student and parent/guardian and returned to the Magnet Office. The contract states that students must complete the current community service requirement in order to receive their schedule for next year. Students who do not meet the requirement by the first day of school will advance to a Magnet Behavior Contract/Step 1 of Revocation.*

LIST OF AGENCIES & FACULTY LIAISONS

Name of Agency	Faculty Liaison
Animal Ark Rescue	Lisa Mills
Athletics Volunteers	Phil Marino
Boys & Girls Club: North Columbus	Aneesh Landry
Boys & Girls Club: Fox Elementary	Allison Freeman
Boys & Girls Club: East Columbus	Lynn Jenkins
Boys & Girls Club: JBW South	Cherry Wells
Brewer Elementary	Frank Tuggle
Cam Greathouse Youth Softball Camp	Jamie Wilson
CCSC Tutoring Program	Millicent Brooks-Millender
Chattahoochee Valley Libraries	Alice Mendez
CHS Academic Volunteers	Karlyn Mace/Suzette Trahan/Jackie Williams
CHS Campus Beautification	Brantly Medders
CHS Media Center	Kimberly Scott
Clubview Elementary School	Brendle Moyer
Columbus Aquatic Club	George Elder
Columbus Botanical Garden	Julianne Garner
Columbus Parks and Recreation	Patricia Willis
Columbus Regional Tennis Association, Inc. (CORTA)	MikelAnna Hill/Will Ginn
Columbus Roadrunners	Robert Morgan
Columbus Youth Soccer Club	Reyvid Torres
CSU Soccer Camps	Catherine Lovin
Damascus Way	Angela McCabe
Family House of West Georgia	Danielle McCoy
Feeding the Valley Food Bank	Carson Laye
FORE KIDS COLUMBUS, INC	Steven Swinehart

LIST OF AGENCIES & FACULTY LIAISONS (cont'd.)

Name of Agency	Faculty Liaison
Ft. Moore Thrift Shop	William Hayes
Girls, Inc.	Kendall Purvis
Habitat for Humanity	Robert Peters
House of Heroes-CVC	Megan Catchings
Just Breathe for Kids	Maribeth Hood
Key Elementary Bookroom	Melina Saldana
Kick Team	Ron Diquattro
Mathews Elementary School	Shannon Williamson
MCSD Tutor Town	John Randall Lasseter
Middle School & Teen Program - Ft Moore MWR	Stephenie Jackson
National Infantry Museum	Joshua Milam
Oxbow Meadows Environmental Learning Center	Laura Solomons
Piedmont Columbus Regional	Bradley Casper
Project Greene Light	Steven Meredith
RiverCenter for the Performing Arts	Gina Moody
Riverdale-Porterdale Cemetery Foundation, Inc.	Ken Broda
Robotics	Ken Bentley
Salvation Army & Salvation Army Women's Auxiliary	Storie Atkins
Southeastern Amateur Golf Tournament	Steven Swinehart
Springer Opera House	Glenn Vargas-Lafleur
St. Elmo Gifted Summer Camp	Jeffrey Pearce
Truth Spring, Inc	Mary Helen Williams
Victim Witness Assistance Program of the District Attorney	Amanda Hefer
Warrior Outreach Inc	Roy Bolar

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