COMMUNITY SERVICE CONTRACT

MONTANA INTERNATIONAL COLLEGE

COMMUNITY SERVICE: A DEFINITION

Community Service refers to a service that a person/student performs for the benefit of his or her local community: Local Non-Profit Organization, Government, and Community-based Organizations.

COMMUNITY SERVICE AT MIC

I. **Slogan:** *"For Better Unity Help the Community"*

II. **Purpose:** The purpose of the CSP at MIC mirrors the school's mission itself that is to prepare each student to become a responsible, active citizen. To that end, the program strives to develop the values of "Respect, Honesty, Loyalty, Gratefulness, and Responsibility". It instills in each student the desire to make one's community a better place to live.

III. **Requirements:** The completion of 600 points of CS is one of MIC's graduation requirements and must be fulfilled by the end of Grade 11.

CSP is applicable for Grade 8, 9, 10 and 11 **(Below table 1)**

Table 1	
Grade Level	**Yearly required CS Points**
Grade 8	100 points
Grade 9	100 points
Grade 10	200 points
Grade 11	200 points

IV. **Opportunities:** Students are made aware of CS opportunities on a continuous basis throughout the school year. A CS bulletin board is updated weekly for students who are in search of volunteer opportunities. The student is responsible for acting upon the information.

CSP will be calculated according to the type of service that is performed. **(Below table 2)**

Table 2	
Service Type	**Allocated Points**
NGOs	10 points for each hour
MIC Club: GIVE	Depending on the task (points will be communicated prior to each event)
Alwan Program	200 points
Injaz Program	Will be communicated later
Marketers	5 points for each Marketing service
Animation Actions	5 points for each action performed
School Events (On Campus)	30 points for each event

V. **Documentation:** Student shall provide proof of CS from the organization: forms may be obtained from MIC's CS Coordinator.
Forms must be submitted within two weeks of service with the signature of both the student and the organization coordinator.

VI. **Contract:** Each student entering Middle & Secondary School (Grade 8-11) along with one of his legal guardians will be required to sign this contract stating that its content is fully understood and agreed upon.

VII. **Certification:** Students will receive a certificate of completion after fulfilling 600 points of Community Service.

By the end of Grade 11, the student who may have earned more than the required points, the **"Award of CSP Top Performer "** will be presented to her/him during the graduation ceremony.

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MIC COMMUNITY SERVICE GUIDELINES

The student is responsible for arriving at the given location on time, wearing the proper clothing, and respecting all the rules and regulations of the institution/organization with whom she/he is volunteering.

Code of conduct

Personal appearance and conduct is considered very important as it reflects MIC's image. Student must abide by the school Internal Rules and Regulations.

Accountability

Points are recorded and documented by the school administration. At the end of each academic year, a cumulative report will be delivered.

Chaperones

A chaperone (CS Coordinator or any designated adult) assume the responsibility of monitoring the student during the appointed task. On the other hand, while accomplishing a task for an NGO, the student is considered under the NGO's Representative supervision.

Notification of volunteer opportunities

Volunteer opportunities for CS will be posted on the CS bulletin board on a weekly basis. Once a student signs up for an opportunity, she/he will be responsible for fulfilling his/her commitment. Alternative service ideas are welcomed, but to be submitted to the CS Coordinator for approval a week prior to participating in the project.

Questions

CS Coordinator is available to answer questions and guide the students with scheduling, placement and any other information.

Transportation

Students are held responsible of assuring their transportation.

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MIC CS RULES AND REGULATIONS

I. Attendance at projects for which the student has signed up is **MANDATORY**; however, should an emergency arise that prevents the student from attending; the student should provide a replacement, if possible, in coordination with the MIC's CS Coordinator.

II. When in the community, the student represents MIC. He should act accordingly.

III. No monetary compensation is permitted for work done for CS.

IV. Blank CSDF (Community Service Documentation Forms) are available at school. The form must be submitted for each activity that is completed within two weeks of the performed service. **ZERO TOLERANCE IN THIS REGARD.**
Documentation must include both the student and the organization signatures.
Documentation forms for summer work can be submitted during the first two weeks of the academic year.
Incomplete forms will be rejected. Points will not be recorded until the form is properly completed.

V. In order to stay on track, students are strongly encouraged to complete the assigned CS points as designated per school year (for a total of 600 points over a four year period). In Grade 8, students should have completed 100 points; Grade 9, 200 points; Grade 10, 400 points; Grade 11, 600 points. **(Table 1)**
Student are strongly encouraged to keep copies of all forms that are submitted so she/he can reconcile with the final report that will be delivered by the end of each academic year.

Student's Signature	**Date**
Student's Name	**Current Grade**
Parent's Signature	**Date**

Please sign and return the original to MIC's Community Service Coordinator.