



THE STEWARD SCHOOL

Community Service Requirements

The school believes that community service is a vital part of its role as a steward and seeks to find ways to instill this belief in its students. The mission of the Upper School Community Service Program is to improve and strengthen our sense of community and foster civic engagement through service. The intent of this program is to strengthen our partnerships in the greater Richmond community, provide students with hands-on, collaborative experiences, support diverse organizations, and instill continued civic engagement, leadership, and public service in our students.

Service requirements by grade level:

9th Grade

20 hours of community service during Freshman Minimester (Richmond Public Schools)
10 hours of "in-school" community service

10th and 11th Grade

20 hours of community service (an organization of the student's choosing)
10 hours of "in-school" community service

12th grade

20 hours of community service (may include 10 campaign hours for government class)
10 hours of "in-school" community service

Students are responsible for applying for volunteer positions, scheduling work hours with their organizations, and having all necessary forms completed and turned in to the school on time. All parts of the Community Service Program requirements must be completed in order to graduate or advance to the next grade.



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Completed Community Service: Timesheet/Essay

Student Name: _____

Service Organization	
Contact/Volunteer Coordinator	
Phone Number	
Street Address	
City, State, Zip	

Volunteer Supervisor signature: _____

Date	Hours Worked
TOTAL HOURS	

Answer the following questions. (2 pages, Double-spaced, 12 pt. font)

1. Why did you choose this volunteer opportunity?
2. What was the value of the service you provided?
3. What knowledge and skills did you acquire?
4. Describe the impact this experience had on your life.



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ORGANIZATION	CONTACT	ADDRESS	PHONE	OPPORTUNITIES	NEEDED
The Arthritis Foundation www.arthritis.org	Sarah Wilson	3805 Cutshaw Ave. Suite 200 (23230)	359-1700 x-310	Assisting with the organizing and planning of area walks and events	Age 16
Central Virginia Food Bank www.cvfb.org	Sudeshia Das Menezes	1415 RhoadMiller St. (23220)	521-2500	Sorting and organizing inventory	Age 16
Children's Hospital www.childrenshosp-richmond.org	Dede Vass	2924 Brook Rd.	321-7474	2 4-week summer programs in July and August	Age 13, application, interview, background check, and TB test
Circle Center Adult Day Services	Marilyn Milio	3900 W. Broad St. Bldg. 20 (23230)	355-5717	Read, run activities, go for walks, etc. with senior citizens	Age 13
CJW Medical Center	Betty Canning	1401 Johnston-Willis Dr.	330-2082	Junior volunteer program held in summer	Age 14 as of February 1st and application
Comfort Zone Camp www.comfortzonecamp.org	Emily Gallimore	2101 – A Westmoreland St. (23230)	377-3430	Junior counselors work at this bereavement camp with children of various ages	Age 15, background and refer- ence check, application, and training
County of Henrico Recreation Dept.	Willie Harper		501-5111	Coaching Youth Basketball	
The Faison School www.thefaisonschool.org	Dr. Kathy Mathews	1701 Byrd Avenue (23230)	612-1953	Assist teachers in classrooms with autistic children	Age 13
Manakin Company 1 Firehouse manakinmembershipt@gmail.com	Matt Smith	Goochland County	240-0476		
Greater Richmond SCAN www.scanva.org	Melissa McGinn	1506 Staples Mill Rd.	257-7226	Assist with special projects and events	Age 16
Guiding Eyes for the Blind	Sue Reznick	5704 Cutshaw Ave. (23226)	320-1179	Raise puppy to be future guide dog bringing independence to the blind	Family commitment and training course



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Habitat for Humanity www.richmondhabitat.org	Julie Gordon	2281 Dabney Rd. Suite A (23230)	232-7001	Assist in building homes on weekends. Work in store.	Age 16
Lakewood Manor www.vbh.org/lakewood	Vivian Clingenpeel	1900 Lauderdale (23238)	521-9159	Read, run activities, go for walks, etc. with senior citizens	Age 14
Lewis Ginter Botanical Garden www.lewisginter.org	Erin Wright	1800 Lakeside Ave. (23228)	262-9887 x-346	Work in horticultures or operations depart- ment, help w/special events, act as garden guide	Age 13-18 Application deadline in January
Muscular Dystrophy Association www.mda.org	Ashley Van Ness	8001 Franklin Farms Drive - suite 139 (23288)	285-2961	Camp Counselor opportunities for 1 week in early June	Age 16, application, interview, background check, physical and vaccination records
Richmond SPCA www.richmondspca.org	Erin Vanvleet	2519 Hermitage Rd. (23220)	521-1329	Help with walks, grooming, adoptions, etc.	Age 13 - Critter Camp Age 16 – all else
Salvation Army	Christine Johnson	christine_johnson@uss.salva- tionarmy.org	591-3826		
Save Our Shelters www.saveourshelters.com	Sharon Berk	2933 W. Cary St.	358-7499	Foster cats and kittens while awaiting home placement, assist in Pet Detectives (uniting lost pets with owners)	Family commitment
Ten Thousand Villages www.tenthousandvillages.com	Amber Lantz	3201 Cary St. (23221)	358-5170	Customer service, stocking merchandise, sales	Age 14 - Application and 8-hours min./month
VCU's Massey Cancer Center www.massey.vcu.edu	Polly Cole	401 College St. (23298)	828-8709	Summer program to help w/special events, work in library or wig salon, deliver snacks, magazines, movies	Age 14
R.A.M.P.S.	Susan Revere	1606 Santa Rosa Rd. Suite 136 (23239)	399-4828	Students develop relationships create pre- sentations with corporations/businesses to fundraise money to build ramps. They then help to construct ramps at area homes.	Age 16, parental permission and often involvement
Reach Out and Read www.rorva.org	Susan Rockwell	1742 Parham Rd. (23228)	521-0425	Organize and assist with book collections and events.	Age 16



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The Virginia Home www.thevirginiahome.org	Sherry Williams	1101 Hampton St. (23220)	359-4093	Help seniors write letters, put away/mend clothes, assist with outings, etc.	Age 14, orientation (incl. 6 supervised hrs.)
Virginia Voice www.virginiavoice.org	Becky Emmett	395 Azalea Ave. (23227)	266-2477	Read over closed-circuit radio for visually and physically impaired persons, assist with computer tasks for recording	Reading audition or basic computer skills
Westminster Canterbury www.wescanric.org	Ormonde Wilkinson	1600 Westbrook Avenue (23227)	264-6258	Work in a summer volunteer program that offers a variety of service opportunities including work in the health center, child development program, recreation dept., pharmacy, pool, or clerical offices.	Age 14, application, interview
YMCA www.ymcarichmond.org	Ms. White	2 W. Franklin St. (23220)	783-9622	Work with children in downtown Head Start program, Northside Day Care, or Bright Beginnings program, help to build esteem in girls through Girl Force program, work with physically and mentally challenged	Age 14

*These are suggestions. Please know that there are plenty of other wonderful service opportunities in the greater Richmond area and beyond. Try to choose one that fits your interests best.