

COMMUNITY SERVICE REQUIREMENTS FOR LITITZ CHRISTIAN SCHOOL

Service is an integral part of the educational process at Lititz Christian School. To foster the proclamation of the Gospel, and to form good habits of service to others, the **Community Service Program** has been established for all students. The **Community Service Program** is being promoted with two goals in mind: first, to help fulfill the needs of many community and civic organizations as well as churches who rely on volunteer hours to accomplish many of their own goals, and second, to give **ALL** students at Lititz Christian School an opportunity to be **OF SERVICE** to the community.

REQUIREMENTS:

Each senior high student, as approved by Lititz Christian School Board of Education policy, will be required to perform **20 hours** of non-remunerated (no salary or wages) service to school, church, or community per year. Accredited service must be performed at an approved location or have the approval of the Principal. (See list of approved locations) Family services such as mowing the lawn or baby-sitting are family obligations and will not be accredited as community service. Students may begin accruing hours effective the first day of summer vacation. **All hours must be completed by May 15 of the following school year. For seniors, 10 hours must be completed by the end of the first semester of their senior year, and the remaining 10 hours must be completed by the end of the third marking period.** Since this is a graduation requirement, diplomas will be withheld until service hours are completed. Students may volunteer for more than 20 hours of service per year if they wish (they are encouraged to do so) but additional hours may NOT be applied to the next school year. Students who accumulate less than 20 hours must complete the non-served hours the following year.

BASIC REQUIREMENTS:

1. Complete all service hours required.
2. Submit documentation of service with proper signatures. (Forms are included in this booklet or can be obtained at the school office, the Principal, or class sponsors. **Proper forms ONLY will be accepted.**)
 - Hours completed during the summer must be reported by **September 30** of the school year following the summer the service hours were performed.
 - Hours completed during the school year must be reported **within 30 days** of the completion of the service or it **WILL NOT** be accepted.
 - **All service hours must be completed by May 15. Senior hours must be completed by the end of the third marking period.**
3. Submit reflection page of services performed when documentation form is completed. (Forms are included in this booklet or can be obtained at the school office or from the Principal. **Proper forms ONLY will be accepted.**)

4. A balance of service to school, church and community:
 - During a student's years at Lititz Christian School there is to be a balance of service to school, church and community.
 - **ALL** 20 hours for one year may be completed at a single location.
 - **Students over four years should have minimum: 20 hours school, 20 hours church, 20 hours community, 20 hours of student's choice.**
 - During the school year, students who volunteer to assist teachers and staff may earn no more than **10** hours total service in that capacity.
 - During the year, students who volunteer at their churches may earn no more than 10 hours total service in that capacity.
 - A verification form must be submitted for each site at which service is completed.
 - A reflection page must be submitted for each site at which service is completed.
 - Students who wish to perform service at a location not on the approved list, must submit in writing, the service they wish to perform, the location, and the intended duties, **before** completing the service in order to receive credited hours. Final approval of locations not listed will be made by the Principal with input from class sponsors.
 - Students may not volunteer for family or relatives to fulfill the requirements of this program.
 - Parents/guardians may **NOT** fulfill these requirements for their children.
 - Some community service or civic organizations will **NOT** be approved due to their stance on certain moral issues which are in opposition to the mission and purpose of Lititz Christian School.
5. Transferring student hours:

Freshmen are required to complete 80 hours of service (20 per year),

 - 2nd semester - freshmen year—70 hours
 - beginning -sophomore year—60 hours
 - 2nd semester-sophomore year—50 hours
 - beginning - junior year—40 hours
 - 2nd semester - junior year—30 hours
 - beginning - senior year—20 hours
 - 2nd semester - senior year—10 hours

REFLECTION SHEET

Upon completion of service hours, students are required to complete a reflection sheet answering all questions surrounding their service. The reflection sheet is included in this booklet.

The purpose of the reflection sheet is to give the students the opportunity to think about what they learned from the service experience and to better integrate it into their life. The student must complete the reflection sheet for the hours to be accepted.

Guideline in completing the reflection sheet:

1. Use at least three (3) complete sentences to answer each question.
2. Be honest with each response.
3. Responses that are inappropriate will be returned to students to be rewritten.
4. Any attempt to falsify a service hour report or to forge an adult signature is a major discipline infraction.

**LITITZ CHRISTIAN SCHOOL
COMMUNITY SERVICE PROGRAM**

STUDENT—PARENT CONTRACT

I _____, the son/daughter of
(print student's name)

(print parent's/guardian's names)

Will to the best of my ability, complete the service hour requirements as a student of Lititz Christian School. I will submit all proper documentation and reflection sheets as required. I will represent myself, my family, and my school with the dignity expected of a Lititz Christian School student.

Student Signature: _____ **YOG:** _____

Date: _____

Parent(s)/Guardian(s) Signatures: _____

Date: _____

Parents and students: please be certain that you have read the revised criteria.

LITITZ CHRISTIAN SCHOOL COMMUNITY SERVICE PROGRAM

REFLECTION SHEET

(Reflection sheet **MUST** be turned in with documentation form)

Name: _____ YOG: _____ Date: _____

1. Describe your service experience. What activities did you assist with? Who did you help and in what ways?
2. What skills or knowledge did you possess that helped you perform your service? What skills or knowledge did you gain from this experience?
3. Describe the ways you feel the community, church, or school benefited from your service.
4. What did you learn about yourself from your service experience? How has this experience affected you as a person?

APPROVED SERVICE LOCATIONS

The following locations have been approved as **officially sanctioned organizations** that accept youth volunteers. Availability of service opportunities may be seasonal or on an as-needed basis.

<i>PLACE</i>	<i>CONTACT</i>	<i>PHONE</i>
Adamstown Area Library (summer reading program and other children's activities)	Roseanne Perkins, Library Director	(717) 484-4200
American Cancer Society (answering phones, data entry, bulk mailings)	Brian Obser, Field Representative	(717) 397-3744
American Heart Association (bulk mailings, data entry, various fund-raisers)	Brian Sweigert, Division Director	(717) 393-0725
American Red Cross of the Susquehanna Valley (Youth Council, Youth Cross Trainers, Red Cross Clubs)	Dorothy English, Volunteer Specialist	(717) 299-5561 ext. 139
Arthritis Foundation, Central PA Chapter (bulk mailings, answering phones, special fund-raising events)	Judy Smith, Branch Director	(717) 397-6271
A Women's Concern (mailings, general maintenance)	Cathy Hendrixson, Executive Director	(717) 394-1561
Bethany Christian Services (childcare, research articles, putting information packets together)	Marilyn Walker, Director	(717) 399-3213
Better Business Bureau (filing, stuffing envelopes, preparation of mailings) Minimum age 17	Chet Amend, Director	(717) 291-9068
Brethren Village		(717) 569-2657
Brittany's Hope Foundation	Candy Abel, Director	(717) 367-9614
Center for Independent Living Opportunities (general clerical support)	Lavinia Williams Independent Living Program Manager	(717) 840-9653
Christ's Home, Inc. (yard work, tutoring)	Steve Barrall, Office Manager	(717) 687-6072 ext. 26
Clare House Inc. (help with children's activities, bulk mailings, gardening, activities for residents, organize donations)	Jennifer Powell, Executive Director	(717) 291-8967
Community Action Program of Lancaster County (classroom volunteers)	Diane Peters, Director of Development	(717) 299-7301
Community Action Program of Lancaster County Head Start (read to children, other classroom activities)	Judy Erb	(717) 299-7301
Concepts (help with activities in the homes, one on one with residents)	Andrea Weaver, Personnel Coordinator	(717) 285-7121

Conestoga View Nursing Home (activities, bus companion (summertime), weekends during school year)	Susan Ballou, Volunteer Coordinator	(717) 295-2026
Council on Drug and Alcohol Abuse (tutoring, sports, games, assist with bicycle club, help in summer camp kitchen)	Beth Lichty or Gretchen Lichty	(717) 299-2831 ext. 229
Crispus Attucks Center (food drives, prepare breakfast, After School Program, soup kitchen)	Robert Anderson, Executive Director	(717) 295-7801
DUI Council of Lancaster County (various planning committees for numerous activities)	Barb Zartman, President Bruce Campbell, Secretary	(717) 299-8016
Elizabethtown Child Care Center (painting, playground activities)	Gina Strouse, Director	(717) 361-9824
Ephrata Area Social Services (drivers and cooks for Meal-on-Wheels, furniture pick-up, work in clothing bank) Training Required-Provided	Thomas Swalwell, Executive Director	(717) 733-0345
Ephrata Manor (help with activities, escorting to events, help with parties, room visits, reading, crafts)	Sally D'Amore, Recreation Director	(717) 738-7474
Ephrata Public Library (shelving books, alphabetizing and putting books in order) Training Provided	Jennifer Raimo, Director	(717) 738-9291
Evergreen Estates Retirement Community (reading to residents, games, craft activities, taking residents for walks, light housekeeping)	Marian Denlinger, Volunteer Coordinator	(717) 394-2208
Family Service (assisting with child care & structuring child care activities)	Shirley Wissler Coordinator of Supervised Visitation Program	(717) 397-5241
Fulton Opera House (some data entry, usher, bulk mailings)	Carole Muise Development Coordinator	(717) 394-7133
Garden Spot Village (activity helpers, games hosts/hostesses; craft helper, laundry folder, light housekeeping)	Barbara Kovacs, Volunteer Coordinator	(717) 355-6204
Gathering Place, The (food bank, pick up food, sorting of food, maintaining food bank, mailings)	Mary Spangler, Administrative Assistant	(717) 295-4630
Goodwill Industries of Southeastern PA (clerical (during school hours), accepting donations, sorting, pricing, tagging merchandise)	Manon Yeager, H.R. Director	(717) 394-0647
Greater E'Town Area Recreation and Com. Service (working with children—summer playground, movies in the park, basketball, soccer)	Barry Acker, Director	(717) 367-0355
HCR Manor Care (reading to residents, taking residents for walks, games, activities, crafts)	Christine Romig, Arcadia Programmer	(717) 721-9154
Habitat for Humanity (Lancaster Area) (work on construction site, cleaning up, landscaping, office work)	Juanita Fowler, Volunteer Coordinator	(717) 392-8836
Habitat Re-Store of Lancaster County (stocking shelves, pricing materials, picking up donated items)	George Harris, Store Manager	(717) 293-0250
Hands-on-House Children's Museum (class aide, gardening, summer aide at camp)	Carol Ross, Volunteer Coordinator	(717) 569-5437

Hans Herr House and Museum Call for current opportunities	Douglas Nyce, Director	(717) 464-4438
Hempfield Area Meals on Wheels (youth may accompany adult if old enough and mature enough to handle an emergency; assist with packing and preparing)	Kitty Bisking, Coordinator	(717) 898-8855
Hempfield Area Recreation Commission (summer playground, summer day camp, general maintenance, school age child care)	Laura Dalton, Program Director	(717) 898-3102
Heritage Center Museum of Lancaster County (store volunteers, museum classroom volunteers) Minimum age—16	Sheila Rohrer, Public Programs Coordinator	(717) 299-6440
Historic Rock Ford Plantation (student tour guides, Yuletide tours, re-enactments, special events, garden and grounds volunteers)	Diane Kirstner, Director Interpretive Services	(717) 392-7223
Homestead Village, Inc. (ice/beverage assistant, activities assistant, annual festival, decorate for holidays, organize games for residents)	Amy Godshall, Activity/Volunteer Coordinator	(717) 397-4831
Hospice of Lancaster County (secretarial/clerical, fundraising activities, support and companionship for terminally ill and their families)	Volunteer Office or Education Manager	(717) 295-3900
House of His Creation (yard work, maintenance projects, mailings, crafts)	Cheryl Rainwater, Administrative Assistant	(717) 442-4890
Humane League of Lancaster County (socializing with animals, cleaning cages, special events, data entry, filing)	Volunteer Coordinator	(717) 393-6551
James Buchanan Foundation & Wheatland, The (museum shop attendant, tour guides, groundskeeper helper)	Nikki Linton, Volunteer Coordinator	(717) 392-8721
Lancaster City Housing Authority (work with youth ages 8-15 in recreation; organize clean-up crews, plant gardens, after school tutoring) Minimum age 17	Bob Peregrin, Service Coordinator	(717) 397-2835
Lancaster County Art Association (teach arts, sitting shows, preparing newsletters, demonstrations and critiques)	Volunteer Coordinator	(717) 687-7061
Lancaster County Office of Aging (clerical tasks, direct service to clients in their homes [cleaning, shopping, visiting]) Minimum age 16	Beverly Via, Volunteer Coordinator	(717) 299-7979
Lancaster County Therapeutic Riding, Inc. (sidewalk with riders, fund raising, photographer, write newsletter) Training available, call for age requirements	Libby Craver, President or Amy Flinn	(717) 615-9222
Lancaster Day Care Center (Read Aloud Program, Classroom volunteer, clerical volunteer) Minimum age 16	Cindy Hauenstein, Assistant Director	(717) 392-7413
Lancaster Family YMCA (youth mentors, reading, chaperones, special events [triathlon in Sept.], office help, camp, maintenance and custodial)	Janelle Hoover, Youth/Community Director	(717) 397-7474
Lancaster Generation Adult Day Care Service, Inc. (typing and filing, assist with adult activities, lunchtime serving)	Megan Lamison, Director	(717) 656-8783
Lancaster Heart Foundation, The (Mailings, data entry, fundraising event support)	LaRue Britt McManus	(717) 290-6680
Lancaster Meals on Wheels, Inc. (volunteer packers, visitors, drivers)	Gail Stump, Director	(717) 392-4842

Lancaster Museum of Art (work on archives, press releases, museum store sales, bulk mailings, help with Art in the Park)	Cindi Morrison, Executive Director	(717)394-3497
Lancaster Recreation Commission (telephone calls, mailings, filing, youth sports coaching, special events help needed year-round)	Tracy Daniels, Marketing & Development	(717) 392-2115 ext. 129
Landis Homes Retirement Community (wheelchair transporters, care for and visit residents with Gabriel the golden retriever, flower beds/gardens)	Helen Peifer, Director Volunteer Services	(717) 509-5409
Landis Valley Museum (office work, museum guide, historic gardener, farm program, Children's Summer Camp)	Cathy Rintz, Volunteer Coordinator	(717) 581-0592
Lititz Meals on Wheels (kitchen help, packers, drivers)	Polly Eshelman, Volunteer Coordinator	(717) 626-2500
Lititz Parks and Recreation		(717) 626-8981
Long Home, The (help with planned activities; drive to special places; one-on-one resident visits)	Louise Potteiger, Administrator	(717) 397-3926
Luthercare Manor (transport residents, gardening, social visits, assist with games and activities)	Judy Henninger, Activity Director	(717) 626-6884
Make-A-Wish Foundation of Susquehanna Valley (office work, newsletter staff, fundraising)	Anne Rickert	(717) 392-3840
Manheim Twp. Parks & Recreation Department (MIN. age 16 - summer playground, Overlook Day Camp, filing, answering phone)	M. Darrell Lovelette	(717) 290-7180
Maple Farm Nursing Center (recreational activities with residents, transport residents to therapy/activities)	Yvette Gorman, Activity Director	(717) 859-1191
Masonic Homes Health Care Center (resident escort, assist with activities, friendly visits, music therapy)	Cynthia Hollinger, Volunteer Services	(717) 367-1121 ext. 33175
Menonite Home (resident escort, pool assistance, helping nurses, reading and letter writing, group activities)	Vicky Jenkins, Volunteer Coordinator	(717) 390-7971
Milagro House (babysitting, one-on-one play time, mentoring younger children, reading, taking clients to appointments)	Ellen Culver, Assistant Director	(717) 392-1101
Mom's House (assist in day care, assist in office, church outreach liaison, maintenance, donation organizer)	Christine Taliani, Program Director	(717) 396-9130
Moravian Manor Retirement Community (mailing preparation, refill water pitchers, transport residents in wheelchairs, one-to-one visits, activities)	Peggy Kammerer, Volunteer Services	(717) 626-0214
Mountville Area Library Center (shelving books, straightening shelves, misc. jobs)	Elaine Radcliffe, Branch Manager	(717) 285-3231
North Museum of Natural History and Science (Minimum Age 14 - classroom aides, Discovery room, office/clerical, Gift Shop)	Janet MacGregor, Volunteer Coordinator	(717) 291-4116
PAI - Partners in Achieving Independence (office support, assist in daily activities, assist with field trips)	Director of Development	(717) 519-6740

Pennsylvania Academy of Music (filing, office errands, help with mailings, concert program preparation, ushers, stage management)	Dr. Carole Spencer, Asst. to President	(717) 399-9733
Pequea Valley Library (alphabetizing, shelving books, help with auction, mailings)	Margaret Perella, Director	(717) 768-3160
Pleasant View Retirement Community	Karen Garner	(717) 786-7321
Quarryville Presbyterian Retirement Community (visit residents, arts, crafts, activities, music, wheelchair transport)	Nancy Haddon, Volunteer Serves	(717) 786-7321
Railroad Museum of Pennsylvania (museum store helpers, restoration crew, admission desk/ticket sellers)	Patrick Morrison, Volunteer Coordinator	(717) 687-8628
S. June Smith Center (classroom teacher's helpers, assist with special events, assist with mailings)	Joan Brown, Executive Director	(717) 299-4829
Saint Anne's Home (bulk mailings, help residents, provide entertainment, assist with activities)	Ethel Leed, Volunteer Coordinator	(717) 285-5443
Salvation Army, The (Youth Drop in Center, sorting, seasonal opportunities, games, homework tutor)	Maggie Rosa, Business Administrator	(717) 397-7565
School District of Lancaster/Homeless Student Project (year-round opportunities - must call - also, after school tutoring)	Kenneth Marzinko, Project Facilitator	(717) 396-6829
Schreiber Pediatric Rehab Center of Lancaster County (recreational programs, special events, clerical/office assistance)	Lori Roscoe, Volunteer Coordinator	(717) 393-0425
Southern End Community Association (SECA) (pool lifeguards, park cleanup, newsletter mailings, golf outings, blood drive) Minimum Age 16	Kim Risk, Secretary	(717) 806-0123
Spanish American Civic Association (SACA) (senior center, radio station/WLCH FM 91.3, art program)	Carlos Graupera, Executive Director	(717) 397-6267
Special Olympics of Lancaster County (coach any of 16 sports offered, help at training/competition sites, assist at dances and fishing days, picnics)	Bob Lopez, County Manager	(717) 299-2930
Steps to Success, Inc. (classroom assistant, office assistant, yard work, cleaning)	Michelle Straw, Director	(717) 656-3363
Strasburg-Heisler Library (straightening book shelves, typing, fund drive, mailings, front desk)	Sandra Dinoff, Director	(717) 687-8969
Sunny Crest Home, Morgantown (resident transport, activities, read, write letters, help with newsletter)	Marcy Whiteman, Administrator	(717) 286-5000
Sunnyside Housing Corporation (typing, filing, compiling application forms, copying, two week summer work camp)	Debbie Sherr	(717) 399-9946
Susquehanna Association for Blind & Vision Impaired (direct mailings, Camp Cool (summer camp, second week of July for visually impaired))	Christine Dombrosky	(717) 291-5951
Susquehanna Valley Pregnancy Services	Lititz: (717) 627-4357	Ephrata: (717) 733-9440 Lancaster: (717) 291-1800

Tabor Community Services (bulk mailings, occasional childcare, assisting teachers at workshops, grounds work)	Gretchen Haubner, Development Director	(717) 397-5182
Transitional Living Center (bulk mailings, arts/crafts for children, assisting with classes, tutoring)	Lin Siegrist, Program Director	(717) 397-0156
United Disabilities Services (assist with: gift wrapping, CHOICES program for adults with disabilities, shootout)	Megan Shirk, Public Relations Coordinator	(717) 397-1841
United Support Group (afterschool program, summer camps, varied recreation programs, day trips)	Dan Jurman, Director	(717) 392-5670
United Way LINC (collating, directory binding, bulk mailings, filing, data entry)	Toni McCuistion, Director	(717) 299-2821
United Way of Lancaster (sorting/packing materials, bulk mailings, numerous other opportunities)	Kate Quinn, Director, Volunteer Center	(717) 394-0731
United Zion Retirement Community (visiting, game players, transport to programs, musicians, singers, assist with activities)	Cheryl Black, Volunteer Coordinator	(717) 626-2071
Urban League of Lancaster County, Inc. (computer, afterschool activities, community service help, tutoring, mentoring) Minimum Age 16	Phyllis Campbell, President and CEO	(717) 394-1966
Village Vista Manor (adopt a grandparent, help with animal care; help with games, crafts, other activities)	Janet Williamson, Administrator	(717) 397-5583
Water Street Rescue Mission (sorting clothing and other items, serving a meal, helping with childcare activity)	Patricia Ashcraft, Volunteer Coordinator	(717) 393-7709
Winter's Heritage House (docent for house tours, program assistant in summer camps, cleaning, scrap-booking pictures from events, mailings)	Lori Donofrio-Galley, Director	(717) 367-4672
YWCA of Lancaster (assistant gym or swimming instructors, assist with sport camps, reading, arts/crafts, one-on-one to children)	Nicolette McGrath	(717) 393-1735
Camp Conquest (general upkeep of camp facilities)	Ken Keener	(717) 336-2541

Students are encouraged to volunteer at their church, local Parks and Recreation Departments, Volunteer Fire Department, Nursing Homes and Hospitals for part of their required hours.