



# OLD SAYBROOK High SCHOOL

1111 Boston Post Road, Old Saybrook, Connecticut 06475-2399

**Sheila A. Riffle**  
Principal of  
Old Saybrook High School

**Joseph E. Anastasio**  
Associate Principal of  
Old Saybrook High School

**Maureen Healy**  
School Counselor  
Old Saybrook High School

**Casey Rowe**  
School Counselor  
Old Saybrook High School

July 2019 – June 2020

Dear Sir or Madam:

The student named below volunteered at your facility in order to fulfill part of his/her community service\* graduation requirement. To verify this community service, please complete the following information and return this form as soon as possible.

If you have any questions, we can be reached during the day at (860) 395-3175.

Thank you very much for taking the time to help our students.

Sincerely,

Casey Rowe  
Community Service Coordinator

Maureen Healy  
Community Service Coordinator

\*See back of form for types of service that **do** or **do not** qualify as community service.

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## COMMUNITY SERVICE RECORD FORM

Student Name \_\_\_\_\_ Grade: 9 10 11 12

Facility \_\_\_\_\_

Number of hours completed \_\_\_\_\_ Dates of service \_\_\_\_\_

Description of service performed \_\_\_\_\_

Signature of Advisor \_\_\_\_\_

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Telephone (860) 395-3175

FAX (860) 395-3179

[www.oldsaybrookschoools.org](http://www.oldsaybrookschoools.org)

*"The mission of the Old Saybrook Public Schools is to educate and prepare students to achieve their highest aspirations, care for others and the environment, and contribute to a global society by working in partnership with families and the community, and by engaging each learner in a rigorous, personalized, and meaningful educational program."*

**Community Service is broadly defined as “any service to the greater community, secular or religious, performed on a volunteer basis without remuneration to the student.”**

**Appropriate service projects include but are not limited to the following:**

Hospital/Nursing Volunteer	Youth Sports Volunteer Coach/Ref.
American Cancer Society	Library Volunteer
Student Tutor	Soup Kitchen
Habitat for Humanity	School Office or Maintenance Volunteer
EMT/Volunteer Firefighter	Recycling Programs
Church Volunteer (see below)	Red Cross Volunteer

**Service that does NOT qualify includes the following:**

Paid or stipend service	Lobbying
Religious instruction	Conducting worship services

Engaging in any form of proselytizing (attempt to convert somebody to a religious faith or political doctrine)

Efforts directed to serve only a family member.

Service that was done to fulfill another obligation (e.g. confirmation class, consequence from judicial system, National Honor Society requirements).

*P.R.I.D.E.*

*Perseverance – Respect – Integrity – Dedication – Excellence*