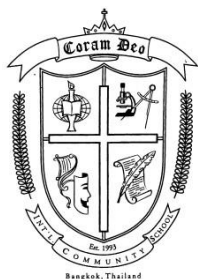


Personal Community Service Projects Handbook

International Community School

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International Community School

1225 The Parkland Road, Bangna,
Bangkok, 10260 Thailand
Tel. +66 2 338-0777 Fax. +66 2 338-0778
Email: Info@ics.ac.th

To Whom It May Concern,

This letter is to introduce our school and students to your organization. The International Community School is a Christian international school which uses an American system of education. ICS is located in the Bangna area. We opened our doors in August 1993 and still working to provide an excellent education to our students.

I am writing on behalf of our students as they seek out organizations to volunteer their time. The reason our students are coming to you is to offer their time on a voluntary basis to get hours that will meet their graduation requirements for personal community service. Through volunteering their time our students have a unique opportunity to learn to serve others. To serve others, one must understand others. With Jesus Christ as our model of compassionate understanding, we engage our students in respectful, empathetic dialog as a means of navigating and negotiating differences. Adding to this method, hands-on helping of others equips our students to love their neighbors as themselves, in Thailand and the world at large. Students are required to exercise their leadership skills and serve the communities through a personal service project.

We would appreciate it very much if you would be willing to work with them as they seek to volunteer their time to your organization. As part of ICS's mission to teach the "whole child", we want to help students recognize the importance of responsibility to other people and to the world community.

Thank you for taking the time to consider our students for volunteering their time to your organization. If you have questions or concerns then you could contact me at the numbers or email below.

Sincerely,

Mr Jamie VanDyck
HS Counselor
International Community School
<http://www.ics.ac.th>

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History of Community Service at ICS

ICS implemented the Personal Community Service requirement in the 2007-2008 school year as a practical application of one aspect of fulfilling our mission-"for the good of our world". Students were required to accumulate a certain number of hours to meet the graduation credit requirement. We wanted our students to be leaders that serve those in and around where they live and work. We also wanted our students to have a competitive edge amongst other students in the college and university admission process.

Rationale:

Students at ICS have a unique opportunity to learn to serve others. To serve others, one must understand others. With Jesus Christ as our model of compassionate understanding and hands-on helping of others equips our students to love their neighbors as themselves, in Thailand and the world at large.

- Community service promotes responsible citizenship, development of self worth, decision making, and problem solving as a life-long learning process.
- Community service provides an opportunity for students to “give back” to the community and helps to promote a positive image of youth in the community.
- Community service provides an opportunity for students to work with adults and to feel ownership in the community.
- Community service provides opportunities for various cultural, ethnic, and socioeconomic groups to work together.
- A spirit of volunteerism can be instilled in students who grow to appreciate the rewards of helping others and of giving their time and energy without receiving monetary rewards.
- Community service promotes a greater awareness of global issues and instills a sense of self-worth in our students.
- Colleges and places of business consider students that have been involved with service as strong candidates for admission and employment.
- Many college scholarships are available to students that have been involved and taken a leadership role in service.

Requirement:

- Students will be required to accumulate 40 personal community service hours during their high school career.

Criteria & Guidelines:

- Is the activity in question servicing others in the local/school community or surrounding areas in which the student lives or goes to school, and not simply servicing the school or a class or an individual related to that school? Is the student really doing community service, or is the student doing ‘school service’ camouflaged as community service? How exactly is the student helping the local community?

What Personal Community Service IS:

- When a student volunteers their time at organizations like Red Cross, local hospitals, World Vision, World Concern, Orphanages, disaster relief organizations, etc.
- When a student is involved in the following approved ICS programs: Soccer program, Basketball program, Instrumental tutoring, Christmas shoeboxes, Peer tutoring & World Scholars event. Hours for these programs cannot count more than 50% of the total hours required for graduation.

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What Personal Community Service IS **NOT**:

- When a student helps a teacher at school or helps a family member at their home or place of business
- Membership in a service club or organization service unless the club performs service activities in the community or school beyond club meeting times, this may be counted as service.
- Service performed during the school day. Service must be performed on the students' own time.
- Students cannot receive community service credit for projects and/or activities completed as part of a class or school sponsored club unless it falls within one of the ICS approved programs (see above).
- ICS sponsored outdoor education/service (SALT) projects hours cannot be counted toward the personal community service hours.
- A fundraising activity service unless the money is being collected for an approved non-profit charity.
- Service performed for family members or for profit-making organizations.
- Services performed due to disciplinary actions taken by the school are not considered community service, and do not meet this graduation requirement. Student participation must be voluntary to constitute service.

Service through Religious Organizations

In order to be applicable, an activity may not be associated with the rituals, services, or ceremonies of any specific religion, proselytizing, or fund raising to support a specific religion or religious institution. Thus, participation in religious services (e.g., choir membership, choir leader, play the piano, altar service, reading from the Torah), while a worthy endeavor, is **NOT counted**. However, educational activities and non-religious activities which benefit the religious community (in non-financial ways) or the community at large ARE applicable.

Examples of applicable religious-sponsored service activities include (but are not necessarily limited to):

- Baby-sitting during religious services
- Painting church or synagogue buildings and classrooms
- Clothing drives
- Work in shelters
- Teaching English to the local community
- Selling items or helping with church or synagogue rummage sales is applicable only if the proceeds are used for charitable purposes and are not for the benefit of the sponsoring religious institution.
- Participation (as members or officers) in religious youth groups is NOT generally applicable unless the groups are organizing and/or performing specific community service activities.

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Why Community Service?

Many students want to increase their profile as a candidate for top colleges and universities. One of the best ways of doing that is through community service. ICS understands this important aspect of the educational experience. ICS implemented the personal community service requirement for graduation in 2007 in an effort help students to improve their standing as university applicants. In the whole scheme of things, 40 hours is not the issue; top schools want students who are committed to making a positive difference in the communities that they belong to. This is seen in students who go beyond the minimum and make a four-year habit of giving back to the community. Below are the procedures to becoming a top candidate for the college or university of your choosing . . .

Step One:

Review the guidelines for acceptable community service.

Step Two:

Decide what you want to do to make a difference.

Step Three:

Contact the organization(s) that you would like to volunteer for.

Step Four:

Have parents sign the *Permission* form along with student signature on the agreement form; these forms are on the same page.

Step Five:

Obtain *Pre-Approval* form for the services you would like to offer. Obtain signature from Counselor for approval before you do the service!

Step Six:

Serve and fill in the verification form indicating the services rendered and how it impacted life.

Step Seven:

Have the activity sponsor sign your form.

Step Eight:

Have the supervisor fill out the *Community Service Recommendation Form*.

Step Nine:

Return all forms (*Pre-Approval, Parent/Student Permission, Verification, Recommendation* forms and *Service Hours Log* if applicable) to the Counseling office for recording in our Renweb database.

Step Ten:

Once forms have been turned in then your hours are posted to the transcript.

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While every student in high school is required to complete personal community service hours, we encourage you to go beyond the minimum and become a lifelong servant. You won't regret it.

Below, you will find a list of points to remember when you plan your personal community service. If a situation falls outside of these guidelines, seek approval before completing the service. Remember, it is about becoming a community-minded individual, not making a name for yourself or building yourself up. Serve not because ICS requires it. Serve because you care about the world you live in.

DO'S

- Contact organizations on the approved organization list.
- Complete a variety of community-minded activities.
- Offer service throughout your time in high school.
- Allow humility to be your guide.
- Allow yourself to grow and stretch as you serve.

DON'TS

- Ask a family member to be your supervisor.
- Receive payment for services rendered.
- Offer services to a for-profit organization.
- Delay starting on this.
- Take time off of school to serve.

For complete guidelines and a list of organizations in Thailand, check out the school website www.ics.ac.th and go to *Academics > High School > Documents > Downloads* page to access the ICS Personal Community Service Projects Handbook.

The personal community service list of approved organizations at the end of this handbook is not by any means an exhaustive list of every place that you can volunteer. If you find another organization to work for and would like it added to our list for others' benefit, please contact Mr. Jamie, HS Counselor with the detailed information.

Personal Community Service Projects Handbook

COMMUNITY SERVICE CLARIFICATION

SALT PROJECT (Serving and Learning Together)

ICS initiated the SALT Projects in the 2008-2009 school year. Students in each grade level participated in these projects as part of the ICS educational program. The SALT Projects are scheduled for the last week of school after the semester exams. ICS covers the cost for each of the 9-11 SALT Projects. ICS covers a portion of the cost for seniors (grade 12) as their project is service and fun in the sun (senior trip). SALT Projects are a combination of service and education. ICS awards only 10 SALT Project hours for participation on the projects each year starting the 2009-2010 school year and onward. These hours are reflected on the student's transcripts. Travel and sleep time are not considered a part of the hours. **The only exception for students not attending these projects would be for the following reasons:**

Funeral/Death in the Family, Visa/Government issues and/or One-time events (graduation of sibling, marriage, etc.).

The SALT Projects are ICS initiated where the ICS staff/teachers do all the planning, preparations, and logistical work for the projects. SALT Project hours are not counted toward the Personal Community Service (PCS) hours requirement for graduation.

PERSONAL COMMUNITY SERVICE (PCS)

ICS implemented the Personal Community Service requirement in the 2007-2008 school year as a practical application of one aspect of fulfilling our mission-"for the good of our world". Students graduating in the years 2010-2014 were required to accumulate at least 20 hours in order to meet the graduation credit requirement. ICS administration decided to increase the total community service hours to a minimum of 40 hours for all students graduating in 2015 and later.

It is recommended that students plan ahead and accumulate at least 10+ hours per year in order to not have the burden of trying to get 40 hours during their last year of high school. Recommended student plan:

GRADE	SALT PROJECTS	PCS HOURS (Suggested Plan)	TOTAL
9 TH Grade	10	10	20
10 TH Grade	10	10	20
11 TH Grade	10	10	20
12 TH Grade	10	10	20
TOTALS	40	40	80

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Frequently Asked Questions (FAQ)

Q: What if I want to volunteer my time to an organization not on the list provided by ICS?

A: If there is an organization that you would like to volunteer your time and it is not on the ICS list then please let the guidance counselor or student services director know of the organization before you commit to it. However, there are many more organizations available for community service so let us know of the name of it so we can add it to our list.

Q: Whose responsibility is it to contact the organization about doing community service?

A: It is the responsibility of the ICS student to contact the organizations in order to get hours to meet the community service graduation requirement. See the handbook for organizations to contact.

Q: Where do I get the forms for verifying my work?

A: You can get the forms from the Counseling department on campus. If you prefer, you can also access the Community Service Handbook from the ICS web site *Academics > High School > Download* page.

Q: What do I do first or go about doing community service?

A: Get the Personal Community Service handbook and review it and select possible organizations that you would like to volunteer your time. Fill out the community service pre-approval form and turn into the guidance office. If approved then proceed with volunteering your time to that organization.

Q: What happens to my verification forms logging my hours?

A: You should make a copy and give the original to the Counseling department. They will collect these and put in each student's cumulative file. Once the student has met the required hours then Community Service credit will be added to the student's transcript.

Q: What if I have community service hours documented from other schools?

A: ICS will accept documented personal community service hours (HS level) from transferring students if proper documentation is provided. See form & guidelines in this handbook for proper documentation of those hours.

Q: When do I have to submit the forms for community service?

A: It is best to submit the Community Service forms immediately after you complete the service project. ICS will accept forms in the same school year when the service was completed.

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International Community School Personal Community Service Parent Permission Form

Dear Parent/Guardian,

As part of the International Community School's personal community service requirement a student has the option of performing meaningful service on or off campus during non-school hours. If a student chooses an off-campus project, ICS provides no supervision. It is the responsibility of the parent/guardian to ensure that the student is being properly supervised.

Although the service will be done off campus, the school must approve outside service projects before they are begun. This approval merely pertains to the content and purpose of the project, and does NOT imply any approval of the supervision arrangements for the activity. No International Community School personnel are to be held responsible or accountable for any aspect of an outside service project undertaken by a student. Transportation to, from, or during the activity is the responsibility of the parent/guardian.

My signature indicates that I have read and understood this form. I acknowledge that no school personnel will supervise my child during off-campus projects and I agree that no International Community School personnel will be held responsible or accountable for any aspect of my child's participation in this project.

Printed name of parent/guardian Signature of parent/guardian Date

Personal Community Service Student Agreement

I, _____, clearly understand that I must complete a minimum of 40 hours of community service during my four years of high school in order to satisfy my graduation requirements. I understand that incomplete documentation and/or unsatisfactory performance will result in failure to meet graduation requirements. My signature indicates that I fully understand the International Community School's expectations and guidelines regarding community service, and I shall conduct myself accordingly.

Printed name of student Signature of student Date

Grade _____ Year of Graduation _____

Personal Community Service Projects Handbook

International Community School Personal Community Service Pre-Approval Form

Instructions to the student:

1. Complete this form in pen *BEFORE* starting community service
2. Submit all forms to the HS Counselor

Full Name _____ Grade _____

Nickname (*if applicable*) _____

Who will be sponsoring/supervising your Community Service project?

Describe the nature of your Community Service project:

(What will you do, where will the project take place, name of agency/organization, etc.?)

FOR SCHOOL USE ONLY

Reviewed by _____ Approved ____ Denied ____ Date _____

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Request for Transfer of Personal Community Service Hours

Complete this form if you have community service hours you want to transfer from another high school.

Student Name _____

Name of School Attended _____

GRADE LEVEL TOTAL HOURS BRIEF DESCRIPTION OF SERVICE COMPLETED

GRADE LEVEL	TOTAL HOURS	BRIEF DESCRIPTION OF SERVICE COMPLETED

* Service hours must correspond with the ICS community service guidelines and documentation of hours must be provided in order for transfer credit to be considered.

Documentation must be attached and contain the following:

- Student's name and grade level
- Name of organization and/or signature of activity supervisor
- Total number of hours completed
- Brief description of activities preformed

Student Signature _____ Date _____

Approved by _____ Date _____

Personal Community Service Projects Handbook

International Community School Personal Community Service Verification Form

Instructions to the student:

1. Complete this form **in PEN** at the end of each activity
2. Give the completed form to your activity sponsor for his/her signature
3. Submit all forms to the HS Counselor

Student Name (*printed*) _____ Current Grade _____

Name of Activity _____ Number service hours _____

1. How did you participate in this activity? What did you do?

**2. Was the activity __a. direct service __b. indirect service or __c. advocacy?
How did this activity benefit others?**

3. How did this activity contribute to your personal development? What new understanding(s) or value(s) did you gain through participating in this activity?

Instructions to the Activity Sponsor:

Please read over the student's reflection and verify the number of hours devoted to the service activity. The student is responsible for collecting the form from you.

Name of Activity Sponsor (*printed*) _____

Contact Information (*email and/or phone number*) _____

Signature of Activity Sponsor _____ Date _____

Signature of Student _____ Date _____

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International Community School Personal Community Service Recommendation Form

This form is to be completed in PEN by a sponsor within the organization of the community service activity.

Name of Student _____ Grade _____

Name & Address of Organization _____

Name of Supervising Sponsor _____ Position _____

Describe the specifications of the service(s) performed _____

Dates and times of service _____ Total number of hours _____

Please rate the student in the following areas (circle or check)

RESPONSIBILITY Accepts responsibility for own decisions and actions; fulfills assigned tasks; reliable.	Exceptional	Above Average	Average	Below Average	Poor
ATTITUDE Maintains even disposition and positive perspective; respects authority.	Exceptional	Above Average	Average	Below Average	Poor
INITIATIVE Able to lead; plans well and executes plans to completion; self-motivated.	Exceptional	Above Average	Average	Below Average	Poor
SOCIAL CONDUCT Accepts organizational regulations; relates well with/cares for the needs of others.	Exceptional	Above Average	Average	Below Average	Poor
INTEGRITY Consistently trustworthy; upholds personal values; honest.	Exceptional	Above Average	Average	Below Average	Poor

Comments: *Use the space below to add any other comments you may have concerning this student and their involvement in community service.*

Signature of Activity Sponsor _____ Date _____

Name of Activity Sponsor (*printed*) _____

Contact Information of Sponsor (*email and/or phone number*) _____

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International Community School Community Service Hours Log

*Please complete this form in **PEN** if you have more than 10 hours of community service hours in total.*

Name of Student _____ Grade _____

Name & Address of Organization _____

Name of Supervising Sponsor _____ Position _____

DATE	TIME (from-to)	ACTIVITY / TASK	NUMBER HOURS
TOTAL HOURS			

<input type="checkbox"/> Counselor approval of the Personal Community Service Hours <input type="checkbox"/> Registrar update student file	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 10px;">Initial</td> <td style="padding: 0 10px;">Date</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Initial	Date	_____	_____	_____	_____
Initial	Date						
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_____	_____						

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Organizations in Thailand

(This is just a start of organizations that ICS knows of to volunteer community service time. Please let us know of other organizations that we can add to this list)

Name	Work	Website	Contact Name
Chang Noi Ministries	Children Shoe boxes; teaching English to slum children	www.chang-noi.org/	Pastor Num Wongthanathikul, the Thai-Chinese national Pastor of Promise Baptist Church
Christian Care Foundation for Children with Disabilities (CCD)	Provides care & support to disabled children and young adults	www.ccdthailand.org	Wasan Saenwian, Executive Director or Chariya Saenwian, Managing Director of The Rainbow Rehabilitation Center. Telephone: 02-584-6966; 02-582-0620-3
Red Cross	Volunteer to translate, assist those who give blood, etc.	http://www.redcross.or.th/english/home/index.php4	Red Cross Volunteer Bureau Telephone: 0-2256-4427-9 Email: volun@redcross.or.th
World Vision Foundation of Thailand	Thailand and Asia Pacific Region poor communities	http://www.wvi.org/wvi/home.htm	582/18-22 Sukhumvit 63, Klongton, Wattana Bangkok 10110 Tel. (02)381-8863-5 Fax: (02)711-4100-1,(02)381-2034 E-mail Address: info@worldvision.or.th
Baan Nokkamin	Children, orphans	www.baannokkamin.in.th	Prajen Panantang Assistant director of foundation Ph:089 214 1126 prajen1016@yahoo.com
House of Grace Child Foundation	Children, orphans, HIV widows	www.houseofgracethailand.com	Alan Ellard, Director ACET Thailand ACET.houseofgrace@gmail.com Pastor Kitisak. AIDS Care Education & Training ACET
Christchurch Bangkok - variety of mission connections	Includes displaced Karen people at the border, orphanage and preschool.	www.christchurchbangkok.org	John Cooper Mission Outreach coordinator ministries@christchurchbangkok.org
Thailand Bible Society	Bibles in Thai and local dialects. "Words of wisdom" cassettes	www.thaibible.or.th	tbs@thaibible.or.th Dr Seree Lorgunpai General Secretary Thai Bible Society
Youth For Christ Thailand	Youth Ministry	www.thailandyfc.net	Suragarn Tangsirisatian four_blessing@yahoo.com P.O Box 44 Hawgaanka, Bangkok 10325 bkk@thailandyfc.net

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Name	Work	Website	Contact Name
Slum Community: Samut Prakan (Pioneers)	Slum community of Samut Prakan with Pioneers, a mission agency that seeks to plant churches in unreached areas of the world	www.malones.id.au	Jenny Malone 0811437318 Phone Number jenny@malones.id.au ; www.malones.id.au
Thailand-Campus Crusade For Christ	Christian ministry coupled with community service such as teaching English, tree-planting, helping rebuild tsunami victims in the South	www.thaiccc.org	Ray Foster (City Leadership Director); Suwit Rungkittikhun (national campus director) 230/38 Thailand Chamber of Commerce Road, Vipawadee Rangsit, Dindaeng, Bangkok 10400 phone numbers: 081-870-9407 (cell); 02-275-6440 (office); 02-692-3421 (fax)
Camillian Home for Disabled Children	Working with disabled children	www.camillian-rayong.org Ask about Lat Krabang	Faisal Malik, Public Relations/Activity Coordinator; mobile 08-5396-9331 Faisal1rcr@hotmail.com
ActionAid Thailand	ActionAid International works with poor and excluded people in over 49 countries to put an end to the injustices that cause poverty.	http://www.actionaid.org/Thailand/	
Choonban Taparak Church	Teaching English to local community & English camp at local Thai schools		Pastor Eakalak Sukkanapaswat Email: Eakalakapa@hotmail.com Jawn_s@hotmail.com 122/155 Mooban lalisa Soi Mongkronnadee, Taparak road, Phraeksa Samutprakran 10280 02-334-2741; 085-098-7577
Thailand Association of the Blind	Read for the Blind	www.tabod.com	Location: Din Dang, Phaya Thai Open: Monday-Saturday (9:00-17:00) 02-246-3835
Educational Technology for the Blind Center	Read for the Blind		Location: Pakkret, Nonthaburi Open: Monday-Friday (9:00-17:00) 02-583-6518
Foundation for the Blind in Thailand	Read for the Blind	www.blind.or.th Under the Royal Patronage of H. M. The Queen	Location: Phaya Thai, Rajatevee Open: Monday-Friday (10:00-18:00) 02-354-8365 or 02-354-8368
The Human Development Foundation-Mercy Center	Volunteer to help the children & communities of the slums in Bangkok	Web site : www.mercycentre.org	100/11 Kae-ha Klong Toey 4, Dhamrongratthaphiphat Rd., Klong Toey, Bangkok 10110 Thailand. Phone: 02-671-5313 Fax: (662) 671-7028 E-mail: info@mercycentre.org

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Name	Work	Website	Contact Name
Step Ahead	Partnering with working poor to see comprehensive and sustainable transformation	www.stepaheadmed.org	Step Ahead MED 34 Damrong Lat Pipat, Klong Toey Bangkok 10110 THAILAND Tel/fax: 66 2 671 6714 Email: info@stepaheadmed.org