

# SERVICE-LEARNING

## Burbank Unified School District *Equity and Excellence*

### BUSD Service-Learning

Dear Health/Career Students and Parents:

Welcome to Service-Learning. This project grew from the idea that education involves not only the development of knowledge, but also the development of conscience, social responsibility and compassion. It is the intention of this School-to-Career connection to prepare students for volunteering in their community through service.

Once students begin their service, we think they'll be pleased to see the impact their commitment and effort has on the lives of others. We hope that helping others will give a sense of accomplishment, confidence, and personal responsibility that will carry into all aspects of their lives.

Form A and Form C should be turned in to the Health/Career teachers in the 9<sup>th</sup> grade. Students wishing to complete more than the required 10 hours of service learning may do so. In grades 10, 11 & 12, students should turn in service learning forms to the College/Career Center Technician. Seniors that have not met their 10-hour requirement must turn the forms in to the College/Career Center Technician before the end of the first semester of their senior year. The technician will then record the hours of service completed in the student's school records. **As a reminder, completion of 10 service hours is a graduation requirement.**

We wish everyone a successful Service-Learning experience, and thank you for the energy and enthusiasm you bring to our program and your community. You are our community's most valuable resource.

Sincerely,

Sharon Cuseo  
Assistant Superintendent  
Curriculum and Assessment

# Program Guidelines and Rules

## BUSD Service-Learning

### Program Background & Design

Service-Learning began in Burbank Unified in the 1998-1999 academic year. Participation is required in 9<sup>th</sup> grade Health/Careers classes. A total of 10 hours must be completed by all students by the end of the first semester of their senior year, as this is a **graduation requirement**. Students completing 100 hours or more will receive special recognition upon high school graduation.

Service-Learning is **not** volunteering to do work at a “business for profit” or doing volunteer work for a family member or other individual, such as babysitting, cleaning, or mowing neighbor’s yards.

### Definition of Terms

Service-Learning requires students to volunteer their time to help others or to perform tasks that will benefit the community. The concept of Service-Learning is designed to further reinforce a School-to-Career connection with the high school educational experience. Technically, the term “Service-Learning” refers to volunteer service (no pay) that is directly or indirectly linked to the school’s curriculum. In some cases, the tie-in is a subtle one, based on a student forming his or her own conclusions. A student volunteering in a nursing home, for example, may recall a short story whose theme stresses the importance of companionship: or a student working in a hospital may recognize terminology studied in a science class. In other cases, a teacher may encourage Service-Learning that incorporates an assignment related to a specific unit of study.

### Selection of Service-Learning Sites

- Students selecting volunteer sites not on the Service-Learning Resource List must first submit a **Form B**, or check with their Health Teacher, or the College/Career Center Technician, for approval **before** performing service for credit. Form B can be obtained from the college and career center or it can also be downloaded on line from the school website. Pre-approved volunteer sites are placed on a frequently updated Service-Learning Resource List.
- Students are encouraged to work for non-profit organizations, where most volunteer work is acceptable.  
**Examples of acceptable activities at non-profit organizations include:**  
Stuffing envelopes, fund raising days like the AIDS Walk, working in a nursery while congregation members attend church services.  
**Examples of not acceptable activities at non-profit organizations:**  
Teaching in a class of religious instruction, or doing fundraisers that benefit the volunteer.
- Students volunteering at a for-profit organization will generally find this work will **not** be accepted for credit:  
**Examples of acceptable activities at for-profit organizations:**  
Helping collect food at an office Thanksgiving basket drive, working with a legal firm at an abused women’s shelter that does it as *pro-bono* work.  
**Examples of not acceptable activities at for-profit organizations:**  
Xeroxing, filing, answering phones in an office, **taking care of animals in a retail pet store.**

### Program Rules

- Students must submit **Parent Permission Form (Form A)** before beginning their service.
- A maximum of 8 hours of service (for credit) per day is allowed.
- Students must maintain and submit a **Record of Service (Form C)**
- Credit will be given only upon the recommendation of the site and BUSD program coordinators

### Record Keeping

- The College/Career Center Technician will record all service hours in the BUSD student record system.
- Ninth grade Health teachers will collect completed **Forms B and C** and turn them into the College/Career Center in May, where they will be kept on file through graduation.
- Tenth, Eleventh and Twelfth grade students are to turn in their forms directly to the College/Career Center Technician, where they will also be kept on file through graduation.

### Awards

- Seniors who have volunteered a total of 100 hours or more will earn Service-Learning recognition (the initial 10 hours will count toward the 100). All awards must be claimed before the student graduates.
- The College/Career Center Technicians will monitor additional hours accumulated beyond the required 10 hours.

- To receive recognition for completing 100+ hours, the deadline to turn in the hours will be **the end of the third week in April of the student's senior year. Credit will not be given for hours turned in after this date.**

#### **On-Campus Service Clubs**

- Students are permitted to submit Service-Learning volunteer hours that have already been counted toward requirements for a specific school service club. These hours must be submitted to the College/Career Center Technicians.

#### **Due Date for Completion of Full 10 Hours Requirement**

All supporting documentation for the required 10 hours of service must be turned in to the College/Career Center **before the end of the first semester of the senior year.** Failure to meet this deadline will result in the student having to file an appeal in a timely manner. Check with the Guidance Office for appeal deadlines, forms and information.

# Service-Learning Current Resource List

## Animals

GLAZA at Los Angeles Zoo – (Min. age is 16) Visit: [www.lazoo.org](http://www.lazoo.org) 323-644-4703  
 Ahead With Horses, Inc. 818-767-6373  
 Horses in the Hood & Thumbs Up Riding Club – Amy Landis 323-564-7669

## Burbank Volunteer Program with the City of Burbank

818-238-5249

(Applications can be picked up in the college and career center or download it at [www.burbank.ca.gov/bvp](http://www.burbank.ca.gov/bvp))  
 Boy's and Girl's Club  
 Cyber Café  
 Burbank Public Library  
 Burbank Buena Vista Library  
 Burbank Northwest Library  
 Food Forward – locations vary depending on volunteer job  
 Mary Stoica Café at the Joslyn Adult Center  
 Burbank Volunteer Program – Special community events  
 Burbank Tournament of Roses  
 Burbank Temporary Aid Center –(Min. age is 16) email- volunteer@thebtac.org

## Children's Organizations

Foundation for the Junior Blind – Debbie 323-295-4555, x267  
 Friends at Play (work with special needs children) – Teresa Mackey 818-968-5195  
 Kidspace Museum – (requires 30 hrs. minimum time) 626-449-9144  
 Tri-Valley Special Olympics – (requires 20 hrs. minimum time) 818-342-0017  
**Note:** All Burbank Unified School District Sites – Check with College/Career Centers for opportunities

## City of Burbank

Burbank Recycle Center – (requires 20 hrs. minimum time) 818-238-3900  
 Girl Scout Council of San Fernando Valley – Susan Travis 818-280-9540  
 Joslyn Senior Citizen Center – Dee Call (requires 50 hrs. minimum time) 818-238-5353

## Community-based Organizations

Braille Institute – Lusisa Vazquez-Lopez (requires 15 yr. & 20 hrs. min. time) 323-663-1111  
 Burbank Civic Pride Committee – Cinda Cates 818-238-5840  
 Burbank Coordinating Council – email – BCC.Info1933@gmail.com 818-266-9766  
 Burbank Tournament of Roses Association - Robert Hutt (Rose Parade Float) 818-840-0060  
 City of Burbank Human Relations Council – [thebhrc@gmail.com](mailto:thebhrc@gmail.com) 818-860-2472  
 CA Science Center (Min=16 yrs, 3 months w/4-hr shift per week)-Volunteer Coord 213-744-2124  
 Chabad of Burbank – Rabbi Shmuly Kornfeld 818-954-0070  
 Family Promise of the Verdugos – Home Again LA 818-847-1547  
 Golden State Gymnastics (work w/disabled children) – Velvet Philipps 818-558-1177  
 Hathaway Sycamores – Stephanie Barreiro 626-395-7100  
 Kids Community Dental Clinic – Dale Gorman 818-841-8010  
 New Horizons Family Center 818-545-9848  
 ONEgeneration (18255 Victory Blvd., Reseda 91335) – Dana Haber 818-708-6618  
 Red Chair Productions – [info@redchairproductions.org](mailto:info@redchairproductions.org) 818-660-2370  
 Rising Star Musical Theatre (includes most areas of the theatre) – Beth Meurer 818-980-0358  
 Sun Valley Public Library – (TB test required) Anne Jensen 818-764-1338  
 Teenline (see teenlineonline.org for more information) — Jenny Pescal 310-423-1603  
 The Sycamores (serves foster families) – Tim Bogle 626-395-7100, x2512  
 Victory-Vineland Recreation Center – Craig Edemann or Annette Dib 818-985-9516

## Convalescent Homes, Hospitals/Health Care

Alameda Care Center – Maria Gonzalez 818-843-1771  
 Beverly Manor Health Care – Nora Legaspi 818-843-2330  
 Providence/St. Elizabeth Care Center – Maria Martinez 818-980-3872  
 Cedars Sinai Medical Center – Alison Rotter (Summer Only) 310-423-8044  
 Faith & Hope Hospice Care, Inc. – (Min. age 16) 818-559-1460  
 Glendale Memorial Hospital –

(Minimum age is 15 with a 100 hour requirement, and TB Test Required) 818-502-2373  
 Providence/St. Joseph Medical Center, (*This opportunity requires 15 yr. age, 100 hrs. plus a uniform*) – Linda Gual 818-847-3501  
 Villa Scalabrini – Ricardo Ala 818-768-6500

### Hunger/Homeless

Burbank Temporary Aid Center (BTAC) – Libby Vice (min age 16; 2 hour shift) 818-848-2822,x1014  
 must complete volunteer packet [www.burbank.ca.gov/bvp](http://www.burbank.ca.gov/bvp)  
 Los Angeles Regional Foodbank – Ana Martinez ([amartinez@lafoodbank.org](mailto:amartinez@lafoodbank.org)) 323-234-3030x144  
 Food Forward- 7412 Fulton Ave. #3 North Hollywood, CA 91605 818-764-1022  
 Website: [www.foodforward.org](http://www.foodforward.org)

### Museums and Nature

Travel Town (Griffith Park Train Park docents and track repair) – Nancy Gneir 323-668-0104  
 Or go to [www.traveltown.org](http://www.traveltown.org) to sign-up as a volunteer  
 Tree People – Keith McAleer (Saturday Community Events) 818-623-4879  
 U.S. Forest Service – Gary Reponon 818-899-1900, x228

### Off-Campus Service Clubs

Burbank Optimist Club – Doreen Wydra 818-845-5255  
 Foothill Civitan – Sandie Shapiro 818-846-1480

### On-Campus Volunteer Resources

**BHS 818-729-5100**

**JBHS 818-729-6900**

Armenian Club — BHS, Mr. Well; JBHS Ms. Balian,  
 Key Club – BHS, Mr. Wells; JBHS, Mr. Fernando  
 CSF – BHS, Ms. Woo/Mr. McNiff; JBHS, Mr. A Carlton, Ms. Snowden-Frost  
 HOPE (Helping Other People Eat) – BHS, Mrs. Minasyan  
 National Honor Society – JBHS, Ms. Salem; BHS, Ms. Kosbab  
 Parent Center (ELAC) BHS (need translating service) Jenna Stewart, ELD Coordinator  
 PTA – Contact Local Schools  
 All Burbank Unified School District Sites – Check with College/Career Centers for opportunities  
**Note:** Other on-campus clubs can do Service-Learning activities. Check with club advisor or the College/Career Centers at both schools.

### Off-Campus Volunteer Resources

American Youth Soccer (AYSO) – Matt Coppin 818-841-2976  
 BCR – Maria Di Libert (child & adult programs for the developmentally disabled) 818-843-4907  
 Boys & Girls Club of Burbank – Tony Gonzalez 818-842-9333  
 Boy Scouts of America – Christina 818-243-6282, x117  
 Burbank Family YMCA – Matt Martinez, [matt@burbankymca.org](mailto:matt@burbankymca.org) 818-562-5461  
 Friends for Pets Foundation – Diane Monahan 818-767-5919  
 Pacific American Volunteer Association (PAVA) – Irving Chung 213-252-8290  
 The Salvation Army – (requires 14 yr. min. age) 818-246-5586  
 Volunteer Center of the San Fernando Valley – Racquel (requires 20 hrs. min.) 818-908-5146  
 Wheels for Humanity – Dami Odunewu [rodunewu@momentum4humanity.org](mailto:rodunewu@momentum4humanity.org) 818-255-0100  
**Note:** All church, temple or house of worship sites – fill out **Form B** and submit to your Health/Careers teacher and/or the College/Career Center for prior approval.

### Societies/Foundations

Ability First (formerly Crippled Children's Society) Lucero Guerrero 626-396-1010  
 American Cancer Society – Ana Romero 818-905-7766  
 American Cancer Society, Discovery Thrift Shop – Josette Guidos 818-841-2969  
 American Heart Association – 213-202-5058  
 American Red Cross Youth Program – Ron Farina or Irena Efremian 818-243-3121  
 Burbank Art & Education Foundation – Peggy Flynn [admin@burbankartsanded.org](mailto:admin@burbankartsanded.org) 818-729-5593  
 Easter Seals After School Recreational Program – Rene Guevara, Director 818-548-4677  
 March of Dimes – Eva Lu 213-637-5046  
 National Multiple Sclerosis Society – Tiffany Jordan 310-479-4456  
 United Cerebral Palsy Foundation – Mary Stevenson 818-782-2211, x503

**Note:** Any site selection requiring more than 10 hours of volunteering may be completed after the freshman year. If you do not see an organization that interests you from the above choices, you may find your own organization or agency, complete and turn in **Form B** to your Health/Careers teacher and/or the College/Career Center for pre-approval. (Revised 10-28-2022)

**Form A: Parent Permission Form****BUSD Service-Learning****(This form is also available in Armenian and Spanish)****All students must complete this form before beginning Service-Learning.**

The Burbank Unified School District *Service-Learning* requires all high school students to volunteer 10 hours to help others by performing service to the community as part of the District's graduation requirements. Ten hours of participation are required during ninth grade. If for some reason, ten hours are not completed in 9<sup>th</sup> grade, the total of 10 hours must be completed by the end of the first semester of senior year.

**Parent/Guardian**

By giving my son/daughter permission to participate in the Burbank Unified School District Service-Learning, I understand and agree that:

- The program may require students to be off campus, working with outside agencies. Being off campus is not required to participate in Service-Learning.
- If off campus, transportation to and from the agency is the responsibility of the student and parent.
- Burbank Unified School District is not liable for accidents during Service-Learning activities or in transit to and from those activities.
- Burbank Unified School District is not liable for any injuries or misfortunes that may result from a student's participation in the Service-Learning activity.
- School personnel will not be on-site to supervise students volunteering in the community.
- All Service-Learning is to be completed during non-school classroom hours.

I am the parent or legal guardian for the student named below, and he/she has my permission to participate in the Burbank Unified School District Service-Learning at an approved Service-Learning site.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Parent/Guardian \_\_\_\_\_

**Student**

As a participant of the Burbank Unified School District Service-Learning program, I realize that my behavior in the community is a reflection of my school. I promise to observe the Burbank Unified School District rules of conduct and to behave in a manner that will make my school proud to send me into the community as a representative of Burbank schools.

Student's signature \_\_\_\_\_ School \_\_\_\_\_

Print name of student \_\_\_\_\_ Student I.D. Number \_\_\_\_\_

Health/Careers teacher or Service-Learning Coordinator \_\_\_\_\_

# Forms Checklist

## BUSD Service-Learning

All forms may be picked up from and returned to the students Health/ Careers instructors. Students requesting Service-Learning credit for volunteer work they did, as members of various Burbank Unified School District clubs, are not exempt from completing the forms.

**Forms A and C are required of ALL students, Form B is only required when requesting service in an agency not already on the approved list.**

### \_\_\_\_ *Parent permission form*—**Form A**

- Must be submitted by all students **prior** to their participation in the program by the due date.

### \_\_\_\_ *Non-approved agency form*—**Form B**

- Used **only** by students who wish to do service for an organization **not** on the current Community Service Resource List.
- Students must have volunteer site supervisors to complete the form.
- The Service Learning Coordinator must approve each form.
- Agencies will not be added to the Community Service Resource List without approval by the Service-Learning Coordinator.

### *Evaluation and Record of Service form*—**Form C** (Must be completed by all students by due date.)

- Record of hours volunteered



