

9/13/94



communityservice

HALF MOON BAY HIGH SCHOOL

August 25 1994

Mr. Jim Marsh
c/o Mid-Coast Community Council
P.O. Box 64
Moss Beach, CA 94037

Dear Jim:

Thank you for offering volunteer positions to Half Moon Bay High School students during the '93-'94 school year. Your willingness to help students help their community creates opportunities for their personal growth and provides much needed service to the Coastsides.

The Community Service Program is entering its second year and hopes to expand the number of students placed in volunteer positions. Just like last year, students will complete an application at the High School, and will be given a job referral based on his/her qualifications, interests, and time availability. It is the student's responsibility to make contact with the organization and arrange an interview.

Students have been instructed that they are making a semester-long commitment (i.e. hours per week for the bulk of the semester) vs. a commitment simply based on volunteer hours (i.e. 20 hours in three weeks). We hope that the longer commitment will help make it worth your while to train and keep a volunteer.

We are also continuing the practice of using a contract and timesheet to formalize the volunteer relationship. Enclosed in this packet are several copies of each form. Please complete one contract with each of your volunteer students by the job's start date and return the white copy to the Community Service Program.

In addition, please decide with the student if he/she will be responsible for keeping the timesheet, or whether it will remain

with the supervisor. In either case, please have a supervisor initial each entry on the timesheet, so attendance can be verified.

Near the end of the semester, I will be sending you evaluations to be completed and returned along with any timesheets you may be holding.

So that we may make referrals based on the most accurate information, **please fill out the enclosed Volunteer Position Form**, describing your volunteer needs. In the case of multiple jobs within your organization, please make additional copies and use one form for each job description. **Please return the forms by September 7**, so that your information can be on file for referrals as soon as school starts.

Last year, Half Moon Bay High School students put in over 4,000 hours of community service on the Coastside. They felt just great about that, and from the evaluations I received from the organizations, the community did, too.

Once again thank you for being a part of this experience. If you have any questions, or if you run out of forms, please don't hesitate to call me at 712-7213, M-Th-F, from 10-3 (as of September 8), or at home at 728-7726.

Sincerely,

Robin Polastri

Robin Polastri
Volunteer Coordinator

< 9/15/94 11am To Mrs 1:45 ←

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- Lily
- mtg
- bracelet

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