

## Westfield Community School

Community Unit School District 300  
847.532.7800 (Elementary Office) / 847.532.7600 (Middle Office)  
2100 Sleepy Hollow Road  
Algonquin, IL 60102



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Dear Parent(s)/Guardian(s),

At Westfield Middle School, we believe teaching children to give back to their community is an important concept and a life-long skill. Community service projects allow students to apply the lessons learned in the classroom to real-life situations and experiences. Many students enter the school already committed to community service outreach; for others, it is a new road to travel. Hopefully, by the end of the school year, every student will experience the satisfaction and personal growth that comes with making a commitment to giving.

All students are encouraged to complete a minimal amount of community service hours this year. This means voluntary work that benefits someone else besides his/her own family. Some examples of where to consider volunteering are the following: religious organizations, the public library, recreational programs in your village, and in the school with teachers.

We expect students to complete their community service hours by the end of April. Although we encourage students to donate as much time as possible, the minimum requirement is two hours of community service for 6<sup>th</sup> graders, three hours for 7<sup>th</sup> graders, and four hours for 8<sup>th</sup> graders.

Included in this handout is a service log. Students need to document their hours and be prepared to share this information with the program coordinator. Throughout the school year, there will be additional opportunities available for students to complete service hours, so I encourage you to check our website periodically to see when and where your child may give of his/her time.

We hope that you will partner with us and assist your child in meeting these expectations. As program coordinator, please call (847) 532-7719 or email me, [john.cappas@d300.org](mailto:john.cappas@d300.org), if you have any questions.

Thank you,

John Cappas

We cannot live only for ourselves.

A thousand fibers connect us with our fellow men.

~Herman Melville

## Community Service Hours Log Westfield Middle School

Student Name \_\_\_\_\_ Team \_\_\_\_\_

Date	Location	Description	# of hours	Adult Signature	Adult title/position
9/17/2012	LITH Food Pantry	Helped collect donated food	1	<i>Mrs. Smith</i>	Facility Coordinator

Thank You for giving back to your community by offering your services to another.