**RIGHTS AND RESPONSIBILITIES**

COMMUNITY SERVICE

LOGBOOK

**STUDENT DETAILS**

First Name: ……………… Surname: ……………………………………

Year level: ………… Student number: …………………………………..

**SCHOOL DETAILS**

School: ………………………………………………………………………

Supervisor: ………………………………………………………………….

School telephone number: ………………………………………………..

**EMERGENCY DETAILS**

Parent/guardian: ……………………………………………………………

Parent/guardian contact numbers:

1. ……………………………………2. ………………………………………

3. ……………………………………4 …………….…………………………

Essential medical information**:**

…………………………………………………….…………………………...

…………………………………………………….…………………………...

You have rights and responsibilities when you give your time

to help others.

Rights

\* worthwhile activities

\* a safe environment

\* preparation and support

\* recognition and feedback

\* the right to say ‘no’

\* insurance cover

Responsibilities

**\*** being dependable

**\*** following directions

\* working as part of the team

\* taking part in any orientation or training

\* being careful

\* getting help when needed

\* respecting the rights and privacy of others

If you feel unsafe or are unhappy about some aspect of your

community service activity, do no keep this to yourself. Tell the

person supervising you or another responsible adult straight

away. Also make sure you discuss the matter with your

parents and the teacher-in-charge of the community service.

Always try to be positive, polite and courteous and make

every effort to honour any commitment that you have made.

**RECORD OF SERVICE**

**Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Curriculum and Standards Authority student number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_**

This is the official record of your community service. Each time you participate in a service activity or event, make sure you record it clearly here. The supervisor of the community service program in your school may monitor your record keeping and report the number of hours completed to the School Curriculum and Standards Authority for acknowledgment on the Western Australian Statement of Student Achievement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Service activity and organisation** | **Validated by**  **(full name)** | **Signature** | **Telephone contact** | **No. of hours** |
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| **School supervisor’s full name: Signature: Total hours:**  **Date: School contact number:** | | | | |  |

**COMMUNITY SERVICE**

The School Curriculum and Standards Authority will report

the number of community service hours that a student has completed

over Years 10 – 12 on a student’s Western Australian Statement of

Student Achievement.

Community service provides opportunities for young people to

develop the values, skills and understandings needed to contribute

to civic well being. It will enable students to address many of the

general capabilities described in the WA Curriculum.

Community service is defined as

“Activities undertaken for the benefit of individuals and/or community

for no financial reward.”

Community service may be initiated by the parents, student or school,

or a combination of each. The service may be provided

* in or out of school time
* individually or collaboratively
* through one or multiple activities
* as part of the school curriculum or extracurricular
* over one or more years
* directly or indirectly.

The community service guidelines are available on the School Curriculum

and Standards Authority website.

**RECORDING HOURS**

This log book is the official record of a student’s community service.

Students who change schools should take this record to their new school.