

## **SERVICE OPTION #1: COMMITMENT TO ONE SINGLE AGENCY**

**\*To complete this option for VIKES, Remember that you will be working with only one organization/agency for the entire 20 Hour/10 Week Time Period**

### **Student “To Do” List:**

- 1) **Find** an Agency of Interest from our list (See Mr. Bruce if interested in an organization not found on our list, because it might work as an option)
- 2) **Contact** the Agency and arrange a visit.
- 3) **Bring** the VIKES Introduction Letter (**available on-line**) to give to you selected agency and discuss your Service Commitment (**Remember 20 hours over 10 weeks**)
- 4) **Fill out a Contract** (**available on-line**) with the supervisor. **Make sure that you are fully aware of your commitment in terms of both hours and responsibilities.**
- 5) **Submit your information at the On-Line Registration Link**
- 6) **Return** the Signed Contract (with all signatures) to your teacher.
- 7) **Have Your Primary Supervisor email Mr. Bruce directly** (mbruce@d211.org) to Confirm Your Service Commitment **BEFORE** you begin your hours. **This should be the person to whom your evaluation should be sent.**

**\*You may get started as soon as you would like, but You Will Likely Need To Have A Service Commitment by **February 22nd** to get the required weeks done!**

### **Key Student Clarifications:**

- 1) Only Service Hours that can count = Those that occur after Program Introduction
- 2) **Past/Future** (Outside the Semester) Community Service **DOES NOT COUNT**
- 3) “Can I use my hours from...?”
  - Internship Hours **DO NOT COUNT**, but you can extend time beyond your internship time and count these extra hours.
  - Paid Work for an Accepted Agency **DOES NOT COUNT**, but you could volunteer some of your hours
  - VIKES Hours should be **distinct** from the Service Hours Used for School-Related Activities such as NHS and Viking Ambassadors or “Required” hours for your personal activities.
- 4) ONLY “In House” options = Fremd Tutoring Center + VAMP Mentors
- 5) Agencies NOT on our List could work...but you need to **email/talk to Mr. Bruce first.**

**Any Questions should be directed to Mr. Bruce** – Social Studies Office (Free Periods: 1, 4b, 6, and 8)  
**mbruce@d211.org**