



HAWKEN UPPER SCHOOL COMMUNITY SERVICE PROGRAM

STUDENT CONTRACT

Name: _____ Graduation Year: _____

I realize that, as a participant in the Hawken Upper School Community Service Program, I not only represent myself, but also Hawken School. I understand this responsibility and make the following commitment:

1. I will be punctual in my attendance for my service commitment(s). I will notify my supervisor in advance if I am unable to participate as scheduled.
2. I will abide by the employee and/or volunteer guidelines of my host agency, as presented by my supervisor.
3. I will consider all information concerning clients, patients and employees of the agency/institution for which I am working confidential.
4. I will strive to make my work of the highest quality and I will accept supervision graciously.
5. I will always conduct myself with dignity, courtesy and consideration.
6. I will notify the Director of Community Partnerships and Service Learning of any problems, concerns or suggestions regarding my service.
7. I understand that I must complete 10 hours of school-based service by the end of my freshman year, 16 hours of community service by the end of my sophomore year and an additional 16 hours by the end of my junior year (*See the Community Service Program Guidelines for details*).
8. I understand that I must hand in a signed Student Contract to the Director of Community Partnerships and Service Learning before my sophomore and junior year service hours can be approved for credit.

Student Signature: _____ Date: _____