Southwest Vermont Regional Technical School District	**Community Service Projects**	Policy No. 6500C

It is the policy of the Southwest Vermont Regional Technical School District to support the engagement of students enrolled in Career Development Center Programs in projects where the students have an opportunity to both further their technical learning and provide a benefit to community organizations. These opportunities need to be supported within the limits set forth in this policy.

I.   Definitions:

A. Community Service Project: A Community Service Project is an opportunity for technical program students to exercise their learning in a setting in the local community or program lab that will both further the students= learning within the program and will provide a service to the community recipient of the project.

II. Community Project Request Process:

A.   Prior approval by the Superintendent/Director or his/her designee will be required of all requests for Community Service Projects performed by CDC Programs and Program students.

1.   Requests for project approval should be made prior to the onset of any project, or earlier if the request was made by a community organization earlier.
2.   Requests shall include the budgeted expenses for the project along with any compensation that the program will receive for the project.
3.   The Superintendent/Director shall utilize the list of factors in B. (below) when considering whether a CDC Program will participate in a proposed community service project.

B.   Factors to be considered in determining whether a program will participate in a community service project include the following:

1. Connection with curricular goals of the Program.
2. Safety Regulations impacted by the Proposed Project.
3. The possibility of competition with other private entities.
4. Whether the requester is a Not-for-Profit or a For-Profit entity.
5. Whether the requester is another Governmental Agency or a Private Entity.
6. Whether the request for particular work is repetitive so as to effect the educational value of the project.
7. Financial costs to the Program.
8. The location of project (within or outside the district).
9. Time commitment to the Project in relation to the academic/school year.

C. Documentation Requirements:
    Projects that are approved should provide the following documentation when applicable:

1. A Learning Agreement that documents the skills and knowledge that students will learn or demonstrate during the project and their connection to the Program=s competencies.
2. Proof of Insurance coverage or Permits received.
3. Any Safety Certificates which may be required as a part of the project.
4. Budget requirements, where applicable.
5. A plan for Evaluation of the proposed project including evaluation of student learning, positive effects of the projects, etc.
6. Proof that the appropriate Program Advisory Committee has discussed and approved the project, whenever possible.

Date Warned	Date Adopted	Date Reviewed
3/17/14	4/21/14	