

A message to our community partners;

The Community Service office receives many requests from community partners who are looking for volunteers and we are happy to help recruit as best we can. Often times our community partners can help themselves recruit volunteers from Brunswick High School by considering the following;

The Traditional Way,

The community partner can call and request a certain number of volunteers for an event. Before you call, make sure that you have all the key information we need. Place and address of the event, contact name, time, what do the students need to wear, expectations, activity description, is food available, etc.

We then compose a morning announcement that announces to the student body what the event is. The announcement will run for three days. This announcement is also posted on the website for parents and students to read.

A sign-up list in the Community Service office is then made available for students to sign up. We ask the students for e-mail addresses so the community partner can remind students. Though it is the easiest to arrange, our community partners should understand that this method is the least effective way to recruit. We cannot guarantee students will show up to your event even if they sign up.

Be Brave, Come on in

Community Partners have found that recruiting volunteers in person can be very effective and can also place a face to the name of their cause and organization. **The community partner can be their own best tool for recruiting.** A community partner would be given a table in the cafeteria at Brunswick High School during lunches. Please contact Mr. Wilson in order to arrange this. See lunch times below.

Key questions that community partners should be asking themselves;

Do we know any Brunswick School District students between the grades of 8-12? You can feel free to recruit on your own and fill out confirmation forms and drop off at the main office. The confirmation forms are available online or you can cut and paste the second page of this document and email it to [HYPERLINK](mailto:rwilson@brunswick.k12.me.us)

"mailto:rwilson@brunswick.k12.me.us" rwilson@brunswick.k12.me.us

HYPERLINK "[http://www.brunswick.k12.me.us/bhs/departments/service-learning/Community_Service_Form.pdf](http://www.brunswick.k12.me.us/bhs/departments/service-learning/community_service/Community_Service_Form.pdf)" http://www.brunswick.k12.me.us/bhs/departments/service-learning/community_service/Community_Service_Form.pdf

Are we able to recruit at BHS during lunch? **A Lunch –10:50 - 11:10 / B Lunch –11:35 – 11:55 / C Lunch –12:20 - 12:40**

Community Service Confirmation Form

Student name: _____

Year of graduation: _____

Service activity description: _____

Person or organization responsible: _____

Service date(s) performed: _____

Number of total hours performed for this person / organization: _____

Location of service performed: _____

Person or organization phone #: _____

Supervisor's signature: _____

Supervisor's name printed: _____

We encourage you, whenever possible, to keep a service portfolio. This could include a journal, e-mails, press releases, letters, pictures, video, or other supporting evidence that you can share at the end of your senior year that depicts your community service experience.