

Community Service and Career-Related Learning Report

Student Name: _____ Year: **20**_____

Community Service Sponsor Name: _____

Community Service Address: _____

Brief Description of Community Service Work Task:

Dear Sponsor: All students in Oregon need to demonstrate career-related knowledge and skills as part of their graduation requirements. Please help by checking the boxes below where you noticed this student demonstrating success in one or more of the areas listed.
(Please check all that apply.)

☐ **Personal Management** – Demonstrate appropriate **work ethic** and behaviors:

- be on time
- work hard
- show initiative
- plan and organize
- be conscientious
- complete assigned tasks

☐ **Communication** – Demonstrate effective **communication skills** to give and receive information:

- listen attentively
- speak clearly
- locate information
- give and receive feedback in a positive manner.

☐ **Problem-Solving** – Apply decision-making and **problem-solving techniques**:

- identify problems
- research possible options
- select the best option
- develop a plan
- implement the plan
- assess the results
- take corrective action if necessary.

☐ **Teamwork** – Demonstrate **effective teamwork**:

- negotiate
- compromise
- manage conflict
- share decision-making and goal-setting.

☐ **Employment Foundations** – Demonstrate skills required for **successful employment**:

- demonstrate appropriate dress, appearance, and personal hygiene
- follow health and safety practices

Please see the back of this page for further instructions and signatures.

In the space below, the student will write a paragraph about his or her community service activity. A minimum of five complete sentences is required. The paragraph should answer the following questions:

- What task did you complete?
- Which career-related learning skills did you use?
- What did you enjoy or learn from this experience?
- How might this experience influence a career choice?

Date(s) Worked: _____

Total # of Hours: _____

Student's Signature

Date

Sponsor's Signature

Date