

SUPERVISOR EVALUATION FORM

All tenth-graders at Commonwealth School are responsible for performing seventy hours of community service. Each student's service must meet certain parameters: 1) the endeavor must be approved by the Community Service Coordinator, 2) the work must be unpaid, and 3) an adult supervisor must be provided as a contact. Students may commit all 70 hours to a single organization or may serve several organizations. The student must work at least twenty hours with each organization, however, and must provide documentation and a reflective essay about each.

Please take the time to answer the following questions regarding the student's service at your organization and send the completed form to the Community Service Coordinator at the above address.

Student's name: _____

SERVICE PARTNER

Organization: _____

Volunteer coordinator or direct supervisor: _____

Address: _____

Phone _____ Fax _____

Brief description of the organization's work: _____

STUDENT'S SERVICE

When did the student volunteer? _____

How many hours did the student serve with your organization? _____

Please describe the student's responsibilities. _____

QUALITATIVE EVALUATION

Please comment on the quality of the student's efforts. Was the student reliable and mature? Did the student take initiative, seek out more responsibility, and contribute to the work environment? If possible, please describe a specific occasion of positive impact. Also, constructive feedback would be greatly appreciated.

Signature _____ **Date** _____

Thank you for taking the time to complete this documentation and for being a part of our community service program. If you would like more information about the school, please visit our website. If you would like to solicit future volunteers, please get in touch with the Community Service Coordinator.