

## Other important information

- Only 8 hours can be received in one day.
- You may receive 1 hour for every 1 hour performed outside the instructional school day (before school and during lunch are exceptions).
- All service must be in a public place and cannot be at a private residence.
- All service must be supervised by an adult and cannot be the parent of the child performing the service.
- You may receive hours for school sponsored clubs and organizations as long as the activity is geared toward helping a non-profit organization.
- Students must turn in a Verification Form for all hours performed.
- All forms must be turned in by the date specified in order for the hours to count.



## Contacts and Websites

SSL Coordinator-Mrs. Martin,  
Counseling Office  
[Barbara J. Martin@mcpsmd.org](mailto:Barbara_J.Martin@mcpsmd.org)

SSL Bulletin Board-outside of  
Counseling Office

SSL MCPS Home Page  
[www.montgomeryschoolsmd.org/  
departments/ssl/index.aspx](http://www.montgomeryschoolsmd.org/departments/ssl/index.aspx)

Montgomery County Volunteer Center  
[http://www.montgomeryserves.org/volunteers/  
student-service-learning-ssl](http://www.montgomeryserves.org/volunteers/student-service-learning-ssl)

Verification Form-560-51  
[www.montgomeryschoolsmd.org/  
departments/forms/detail.aspx?formID=347  
&formNumber=560-51&catiD=2&subCatId=9](http://www.montgomeryschoolsmd.org/departments/forms/detail.aspx?formID=347&formNumber=560-51&catiD=2&subCatId=9)

Request for SSL Activity-560-50  
[http://www.montgomeryschoolsmd.org/  
departments/forms/pdf/560-SO.pdf](http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-SO.pdf)

For Summer and General Questions  
please contact  
Shella Cherry  
SSL Coordinator  
301-279-3454  
[SSL@mcpsmd.org](mailto:SSL@mcpsmd.org)



Montgomery County  
Public Schools

# What is Student Service Learning (SSL)?

SSL is a Maryland State Department of Education mandated requirement for graduation. Seventy-five documented hours are required beginning with the class of 2011. Hours are earned in middle school and high school. Hours are earned through curriculum courses (see MCPS Course Bulletin), co-curricular activities (school clubs and organizations) or through independently chosen activities.

- Combines community service with curriculum-based Learning and Links it to academic content and standards
  - Involves students to determine and meet real, defined community needs
  - Implies a reciprocal nature, benefiting the community and the student
  - Encourages and fosters active citizenship
- Involves phases of Preparation, Action, and Reflection

## Before you volunteer

Is the organization on the Approved Agencies list?

- Check online at [www.mcpsssl.org](http://www.mcpsssl.org) to verify that the agency is approved. If on the approval list: Go ahead and volunteer.
- If not on the approved list: Complete the Application for Student Service Learning Special Activity Form (560-50)
  - Submit it to the SSL Coordinator (forms can be downloaded from the website or picked up from the SSL bulletin board outside of room 19) 2 weeks before activity for approval.
  - Individual political campaigns are NOT on the approved list.

If the organization is not on the approved list, when can I volunteer and be sure to get credit?

- Wait until you receive approval from the SSL coordinator for your Special Activity Application. Only hours completed after approval will be given SSL credit.

When do I need to turn in the Special Activity Application?

- Special Activity Applications need to be turned in 2 weeks prior to beginning the volunteer service.

## After you volunteer

How do I get SSL credit?

- Complete the Verification of SSL form (560-51) and submit one copy to the SSL Coordinator. Complete all parts of the form. Incomplete forms will be returned.

How can I keep track of my own SSL hours?

- Keep a copy of each form that you submit. You can verify the number of hours that appear on your report card.

What are the deadlines?

- ALL summer hours need to be turned in no later than the last Friday in September.
- 1st semester hours need to be turned in no later than the first Friday in January.
- 2nd semester hours need to be turned in no later than the first Friday in June.

Are there a number of hours I should strive for?

- Make sure you have enough hours to graduate. If you accrue more than 260 SSL you will receive an MCPS Certificate of Meritorious Service at the time of graduation.