



**HSSA High School Onsite Community Service Application  
TO BE FILLED OUT BY Organizer**

Organizer's First and Last Name \_\_\_\_\_

School / Group Name \_\_\_\_\_

School's Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Number of Students Attending \_\_\_\_\_

Grades of Students Attending \_\_\_\_\_

Days of the week that work best for your group service work \_\_\_\_\_

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Times that work best for your group service work \_\_\_\_\_

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Applications are accepted on a first-come, first-served basis and sessions are limited to 10-20 students per scheduled service day.

**Confirmation will be made by email.** Please allow at minimum, one week processing time for your application to be confirmed. If you apply during the summer confirmation will not be made until the beginning of August.

## ***Rules and Regulations***

**Age Restrictions** – Onsite Service is open to High School students only. Grades 9 – 12

**Adult Chaperones** – The HSSA requires a minimum of one adult chaperone per group. Assigned tasks may be spread out on the main HSSA campus needing additional supervision. HSSA cannot guarantee more than one HSSA staff member per group.

**Consent Form** - All students and their parents or guardian must read and sign the consent form before participating in the HSSA Onsite Program.

**Dress Code** – For safety reasons, students must wear closed-toed shoes. Sandals, thongs, flip-flops and clogs are not permitted. Please also wear clothes that can get dirty or stained, including long pants and appropriate tops.

**Cancellation or Absence** – The HSSA high school service program is a 3 hour commitment. Dates have been carefully planned in order to accommodate school schedules, vacations and holidays. If a student from the group is not able to attend on the scheduled group date, hours cannot be made up on an individual basis.

**Restricted Areas** – Students are not permitted to be inside any area of the facility unless accompanied by an adult staff member or docent. Failure to follow this rule will result in dismissal from the program.

**Guests** – Friends and family are not permitted to participate in the HSSA program with students. Students who wish to show their families the facility are encouraged to do so during shelter business hours, and only the areas open to the public.

**Animals** – No student will have any direct contact, care or control of any animal in the HSSA's care.

**Advisory** – The HSSA works closely with the Arizona Department of Corrections. ADOC selected inmates work on the HSSA main campus daily and will be present in areas where students may be working. Students are not to speak to or interact in any way with inmates. No student will be left with any inmate unsupervised at any time. The ADOC has designated staff to supervise all inmates as well as hourly corrections officer visits to account for inmates.

I hereby certify that I have read and agree to the conditions set forth above.

Organizers Signature \_\_\_\_\_ Date \_\_\_\_\_