

# CHERITON GROVE CORPORATION

**Cheriton Grove Corporation  
20 Cheriton Road  
West Roxbury, MA 02132**

## **High School Community Service Policy**

The following policy is hereby adopted this \_\_\_\_ day of \_\_\_\_\_ 2006, which addresses the means by which a High School student may perform required, needed, and authenticated community service work.

The work performed by participating students (Student) shall be all voluntary and is aimed at primarily helping senior citizens living within the Cheriton Grove Apartment complex or assisting the Resident Service Coordinator and/or the property management firm with needed services in carrying out the programs for the senior citizens within the Cheriton Grove facility.

The Cheriton Grove Corporation (Corporation) envisions that Students want to help senior citizens or assist the property management firm with issues that affect senior citizens. Seniors that reside at Cheriton Grove live independently, which means they do not require regular daily medical or other care. They may need specific assistance, but not to the point of needing assistance just to function on a daily basis. Please remember that in general, seniors have less patience and raise their voices, which is not an indication of dissatisfaction with the Student.

While this policy is approved by the Corporation's Board of Directors authorized representatives, the House Committee, the implementation of this policy has been delegated to the Resident Service Coordinator (RSC) with assistance and coordination from the property management company (Management) overseeing the day-to-day operations of Cheriton Grove Apartments.

### **1. Definition**

For the purpose of this policy, High School students are individuals who are in a Public, Private, Home School, Chartered, or Parochial program, where community service is a requirement for graduation or obtainment for certification of completion.

### **2. Administration**

- a. On behalf of the Corporation, the RSC has the responsibility to determine what services the Student will complete for the day he/she makes arrangements to be on site.
- b. Notice:
  - i. The student must call ahead of time to make arrangements with the RSC to perform community service work at Cheriton Grove.

- ii. If there is a specific individual within the building that the Student knows (grandparent, aunt, uncle, etc.), the Student shall inform the RSC when he/she calls in ahead of time. The RSC will verify with the tenant and comply with requests of this nature, but also may ask the Student to perform other on-site needed services as well.
- iii. If the requesting Student does not know any resident within the building, the RSC has the responsibility of verifying with the school/program that the requesting student is required to perform community service as a condition for graduation or obtainment for certification of completion before services can be provided.
- c. Community Service Work may only be completed during the hours of 10:00 AM to 5:00 PM, Monday through Friday. This is to ensure on-site adult supervision (Management or RSC) is present within the building for assistance and oversight. This should be discussed with the Student when he/she calls in to schedule their volunteer time.
- d. Students may not work more than 2 ½ hours on any given day that he/she volunteers to perform Community Service Work.

### **3. Types of Services Students Will/May Perform**

- a. The RSC and Management deal with all kinds of requests by seniors to have different services performed. The RSC is the only authorized agent of the Corporation to determine what should or should not be provided.
- b. In general, the following types of requests are eligible, but not limited to, for the Student to complete as part of this program:
  - i. Limited Housekeeping [minor vacuuming, dusting, sweeping];
  - ii. Assisting seniors with setting up Christmas or other holiday decorations, writing notes or letters, or walking with them;
  - iii. Moving or carrying items within the apartment, from the apartment, or into the apartment, at the request of the tenant, the RSC, or Management. Items to be carried or moved by the Student should not weigh more than 30 pounds. If it does, the Student should inform the RSC or Management, so that additional help can be provided;
  - iv. Assisting tenants with normal washing, drying, and/or folding clothes;
  - v. Working with the RSC and/or Management in the distribution of material to each tenant that pertains to safety, upcoming events, seminars, upcoming city or agency provided services, or any other pertinent activities;
  - vi. Flower planting;
  - vii. Organize, plan, and/or participate in activities that seniors do or need to keep busy. It is not uncommon for senior to play board games, bingo, watch movies, etc.;
  - viii. Organize papers, files, records, etc.;
  - ix. Changing light bulbs;
  - x. Helping with the changing of clean linens; and
  - xi. Assist with the Tenant Association activities.

- c. Students may band together to complete project type work, which must be pre-approved by both the RSC and the Corporation's Board of Directors or their authorized representative(s).

#### **4. Types of Services Students Shall Not Perform**

- a. Students shall not be asked and should not perform services detrimental to themselves, the tenant, the RSC, Management, or the Corporation. If a Student is unsure, he/she should speak with the RSC prior to performing such services.
- b. Students **shall not** be asked to perform or provide the following, but not limited to, services as part of this program:
  - i. Dispense, disseminate, administer, work with, or destroy medications;
  - ii. Clean up after individuals in which a hazardous condition may exist;
  - iii. Move or carry items within the apartment, from the apartment, or into the apartment, at the request of the tenant, the RSC, or Management, if it weighs more than 30 pounds. If it does, the student should inform the RSC or Management, so that additional help can be provided;
  - iv. Perform services normally required of a contractor, such as:
    - 1. Skilled trades work (plumbing, heating, electrical, etc.);
    - 2. Snow plowing, shoveling, removal;
    - 3. Climbing ladders greater than 6 feet; and,
  - v. Services normally provided by Home Health Care providers.

#### **5. Financial Policies and Responsibilities**

- a. There is **no cost to the Student** to participate in this program or to perform the services requested/required.
- b. If, in performing services as part of this program, the tenant, the RSC, or Management ask the Student to buy, obtain, or purchase something that will enable the Student to provide the necessary services, the tenant, the RSC, or Management will provide the necessary funds up front. There is absolutely no expectation that any participating Student shall need any money to complete any requested/required services.
- c. Students shall not accept, nor ask for, any monetary tips from the tenant(s), the RSC, or Management that could or would be considered compensation for performing the requested/required services.

#### **6. Forms and Files**

- a. The RSC will utilize enclosed '**Attachment A**', **Completion Form**, in documenting for the Student the community service hours/minutes he/she performs each visit. In addition, if the Student needs to utilize their program's form, he/she must provide to the RSC.

- b. The RSC will utilize ‘**Attachment B**’, **Student Log**, to document all Students community service performed.
- c. The RSC will keep a file for each Student in the program. In the Students folder, the RSC will keep originals or copies of any letters or communication received regarding the Students performance, as well as a copy of the Completion Form (Attachment A), and the Student Log (Attachment B).
- d. Information contained within the Students file shall remain confidential and the property of the Corporation. Access to Student files are available to the RSC, Management (on a need to know basis), Corporation personnel, and to those individuals expressly stated in writing by the Student. Copies of any documentation other than Attachments A, B, and C must be requested in writing by the Student.

## **7. Rules and Enforcement**

- a. The RSC and Management shall make every effort to assure compliance with the rules and regulations and policies herein or that might in the future be established.
- b. Cheriton Grove Apartments is a non-smoking facility. Students may not smoke anywhere within the building, on the roof, around the building, or on the property owned or controlled by the Corporation.
- c. Students shall not bring pets into the building or walk animals that they may leave in their car. Pets shall not be exercised on the property owned or controlled by the Corporation.
- d. If the volunteer(s) is/are related to the tenant (Granddaughter, nephew, etc.) the apartment front door may be closed. If there is no relation between the volunteer and tenant, the apartment front door must remain fully open during the volunteers stay with the tenant.
- e. Students should understand and respect that these are individual apartments that contain a persons private possessions. You are a guest in where the tenant’s call home. There is zero tolerance for theft or actions that would be considered detrimental or harmful to the tenant, their guests, or the building. Any such detrimental actions will be reported to the appropriate authorities for prosecution to the fullest extent the law will allow.
- f. Tenants should understand that the Student is there voluntarily to assist with light activities you may be having difficulty or need assistance with on an issue. Students are mainly there to make a tenant’s day more enjoyable by playing games in the Community Room or in their Apartment, exchanging stories, or walking with the tenant.
- g. If a Student is uncomfortable with the tenant he/she has been assigned or if a tenant is uncomfortable with the Student that has been assigned to them, then please notify the RSC as soon as possible. We do not want anyone to be in a situation they are not happy.

The Cheriton Grove Board of Directors or their authorized agents, the House Committee, may withdraw this policy at any time and without notice.

Copies of this Community Service Policy are available upon request from the Resident Service Coordinator or Management. A copy of this policy shall be given to each participating Student (volunteer) and tenant that has a student volunteer. Participating Students must sign the enclosed **‘Attachment C’, High School Community Service Policy Acknowledgement Form**, which indicates their receipt, reading, and understanding of this policy.

Policy Adopted by the Cheriton Grove House Committee:

June David  
David E. Hajjar – Chairman  
Steven Salhaney  
William Seaver

For the House Committee:

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David E. Hajjar, Chairman