

**BERKSHIRE HIGH SCHOOL**  
**SENIOR SHADOW PROJECT**  
*ROLE OF THE COMMUNITY SPONSOR*  
*(To be given to the Community Sponsor by the Senior)*

**SENIOR:** *This page is to be given to your Community Sponsor at the time you discuss with him/her what his/her duties will be. Be sure that your community sponsor reads your written proposal and understands the commitment.*

**THE ROLE OF THE COMMUNITY SPONSOR:**

The role of the community sponsor is essential to the success of Senior Project at Berkshire High School. As responsible men and women in the community, you will play an active part in the student's learning experience. In playing a dual role as a student's mentor and sponsor, you will give the student a concept of the adult world as it really is.

**As sponsor, you will be asked to accept the following responsibilities:**

1. To help the student organize his/her project and then indicate your approval of it by signing the appropriate statement at the bottom of page 11 on the Student-Parent-Community Sponsor Agreement Form.
2. To advise and guide the student as he/she follows through on his/her project proposal and sign a weekly time sheet to indicate that he/she has completed the required hours.
3. To fill out an evaluation form at the close of the project.

**The following is additional pertinent information that we feel you will find useful:**

1. The Senior Project begins on Monday, May 11, 2015. Students last day at their sites is Friday, May 22, 2015. Students are to work a minimum of five hours per day (excluding their lunch hours) and a maximum of eight hours. A minimum of 50 must be spent at the work site.
2. Attendance and punctuality are important. Absences must be made up.
3. A student may NOT be paid for his/her project work.
4. No relative may be in a direct line of supervision for the student. He/She may not work at a relative's place of business or at a place of business where he/she has been employed previously.
5. Each student will also choose a faculty advisor who acts as a consultant for the student when writing the project and again during project time. The advisor will further act as a liaison between the community sponsor and the school. Your contacts with the school can be made through this person.
6. The faculty advisor may, or may not, have expertise in the project area.
7. Berkshire High School will not assume any liability incurred through the participation of the student in the project

***(This form is also available in your project packet)***

# STUDENT-PARENT-COMMUNITY SPONSOR AGREEMENT

*(To be completed by the Student and Parent/Guardian)*

## **TO STUDENT:**

### ***I agree:***

- To adhere as closely as possible to the schedule and objectives which I have set for myself.
- To make progress reports at the times and in the form designated by my faculty advisor.

### ***I understand:***

- That I am exempted from academic requirements during the period of the project.
- That if I choose to discontinue my project and continue attending classes, I am responsible for all work and final exams in my classes.
- That it is my responsibility to notify all coaches and activity sponsors of my project, that successful completion and acceptable reporting of the project are required, that I am required to attend those activities required for graduation.
- That I must NOT receive payment for this project.
- That the school is not liable for any injuries that I may sustain as a result of this project.
- That I am responsible and liable for all transportation and any costs connected with the project.
- That if I fail to meet expectations of Community Sponsor and Faculty Advisor, I may be removed and returned to school.
- That I have read and understand all of the eligibility guidelines.
- ***That if I fail to complete the Senior Project requirements or are removed from Senior Project for any reason, I may forfeit the opportunity to participate in the graduation ceremony.***

*Student Signature*

*Date Signed*

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## **TO PARENT/GUARDIAN:**

I have read the guidelines for the Senior Project and have discussed them with my son/daughter. I realize that the school cannot directly supervise him/her and I understand that the school is not liable for any injuries that he/she may sustain as a result of this project.

*Parent/Guardian Signature*

*Date Signed*

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## **TO THE COMMUNITY SPONSOR:**

I have seen a copy of the Senior Shadow Project guidelines for Berkshire High School and the student has given me a copy of the role of the Community Sponsor. He/She has discussed with me the aims and objectives of the Senior Project. We have discussed both his/her and our mutual expectations. I have read his/her proposal for the Senior Project. I approve it and will fulfill my obligations as outlined in the *Role of the Community Sponsor*. Furthermore, I agree not to pay this student in any way, nor in the future, for services rendered during project time. I understand that the school is not liable for any injuries that he/she may sustain as a result of this project.

*Community Sponsor Signature*

*Date Signed*

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***(This form is also available in your project packet)***