



9500 Sweet Valley Drive
Valley View, Ohio 44125
216-525-PUPS
www.cuyahogadogs.com

Youth Service Projects

Job Description:

- **Age Requirement:** 16+
- **Orientation:** 1 Hour.

In order to receive formal credit from CCAS for your project, please complete the attached Service Project Form. If your service project is approved, you will be sent an official letter of acceptance. **Note: You must have prior approval to receive credit.**

Once you have completed your letter of acceptance, follow these steps to receive credit:

- Complete your project and keep a log of your service hours, including a description of the work completed. See the attached example log sheet for more information.
- With your parents (or guardian) approval, have someone take a photo of you working on your project. Have your parent or guardian sign a photo waiver.
- Write a short reflection paper on your experience (1-3 pages).

Send copies of the following to the address below:

- Project Log
- Reflection Paper
- Photo(s) and signed waiver
- Forms from your school or group that require signatures of completion.

Cuyahoga County Animal Shelter

9500 Sweet Valley Dr.

Valley View, OH 44125

Attn: Jen Huettich

Choose your own or here are some examples:

- Dog treat bake sale
- Hold a dog food/ toy donation drive at your school/ church, businesses or camp
- Write a children's book that explains the importance of licensing a dog
- Make blankets into smaller ones by cutting and sewing

If at any time you have any questions or concerns with your shift or are unable to attend, please contact the Volunteer Coordinator, Jen Huettich at jhuettich@cuyahogacounty.us or 216-525-4824

Service Project Form

Student Information:

Date _____ Name _____ Age _____

Address _____ City/State/Zip _____

Home Phone _____ Cell Phone _____ Email _____

Parent/Guardian email (if different from above) _____

School Information:

Name of School _____

City/State _____ Current School Year _____

Teacher or other contact: _____

Phone: _____ Email Address _____

Project Information: *please use a separate piece of paper to complete the questions below*

- 1) What are the school requirements for this service project? Please include the number of hours and deadline for completion.
- 2) Why would you like to help dogs and/or CCAS as part of your project?
- 3) Describe your project in detail. Include as much information as possible such as your goals, the individual parts of the project and a timeline.
- 4) How will your parents/guardians be helping you with this project?

If you are younger than 18 years old, please have your parent or guardian sign below:

Signature of Parent/Guardian _____

Print name of Parent/ Guardian _____

To be completed by Volunteer Coordinator

Date Received _____ Accepted? Yes _____ No _____

Comments
