

1. Contact an adult that that will be your supervisor. Email, call, or go and see them in person if you are not getting a response.

2. Once you and an adult supervisor have agreed on how you will serve your hours and your responsibilities, schedule dates that are convenient for both of you. Be clear about what you have going on, and when you're available. When you commit to something, the adult supervisor will rely on you to be there to complete the scheduled work.

3. Communicate. If something comes up, contact your supervisor, about your availability (i.e. you get sick, or have a family emergency). You are required to serve 30 quality hours.