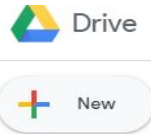


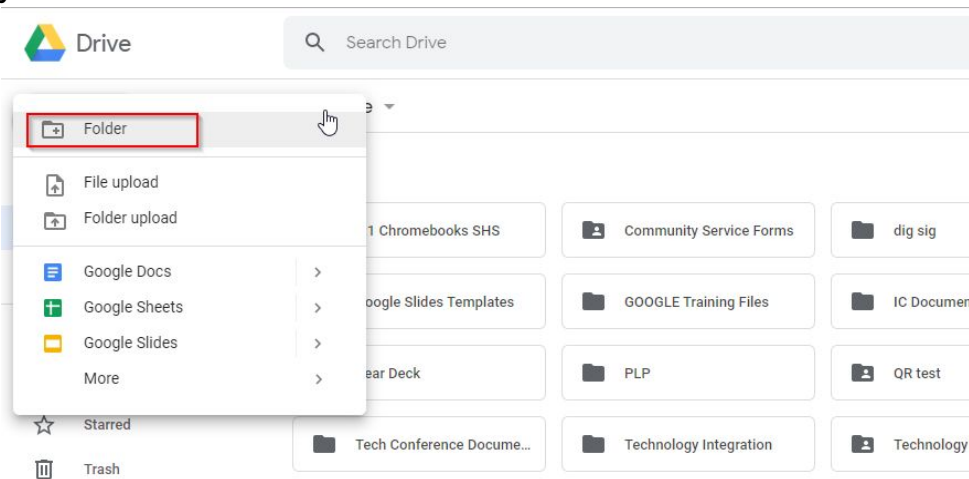
## Submitting Community Service Hours in GoEnnounce

**FIRST**, create a new folder in your Drive to house your Community Service Forms for each year you are at Spaulding.

1. Go to your Drive and select +New



2. Create a new folder and label it **Community Service Hours**. Share this folder with your advisor.



3. Within your new Community Service Hours folder, create subfolders to organize your community service hour forms for each year at SHS.

**SECOND**, complete a Community Service Form:

1. Go to [www.spauldinghs.org](http://www.spauldinghs.org) → Students and Parents → [Community Service](#)
2. Click on the Community Service Form button.

## Community Service

Spaulding High School's Community Service requirement challenges students to expand their definition of "community" to involve a larger portion of their world than just their school or their family. Additionally, it helps students realize that their contribution can make a difference, while also fostering a habit of service. Through Community Service, students also have the opportunity to pursue their interests, meet potential mentors, and develop skills and contacts that will help them well into the future. Students will be informed of both school and community related opportunities as the year progresses.

### Community Service Overview

As of the 2019-20 school year, our students are required to complete a minimum of number of hours of

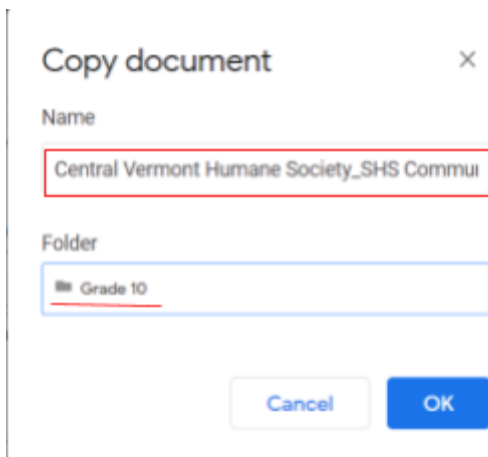
COMMUNITY SERVICE FORM

FREQUENTLY ASKED QUESTIONS

COMMUNITY SERVICE BULLETIN BOARD

3. Make a copy of the Community Service Form and save it in the drive folder you created for Community Service Hours.

- Rename the title of the form to a title that reflects the work you completed.
- Save in the correct *Grade folder* within your Community Service Forms Folder.

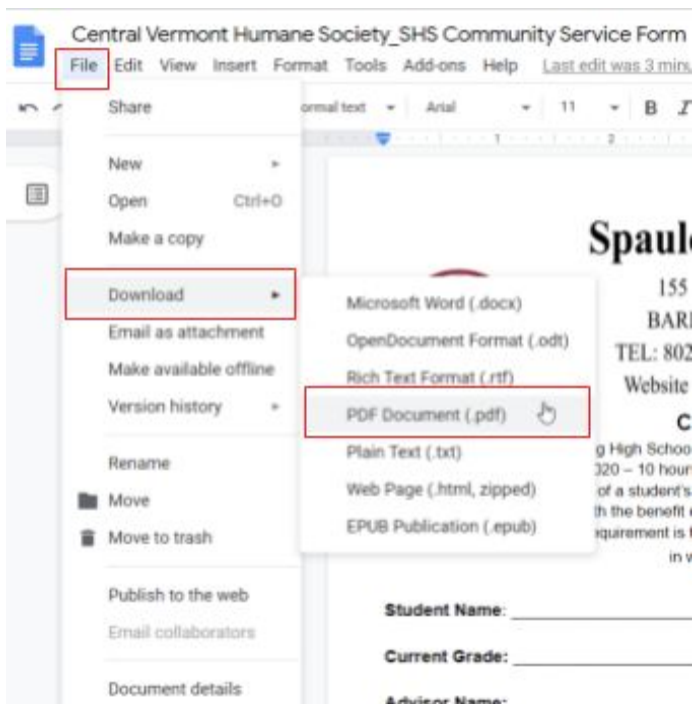


You can also save a copy of this file in your CS Hours drive folder and make a copy of it each time you need to submit community service hours instead of going to the school website. **If you need help copying files, see [How to make a copy of a file in Google Docs and saving to a specific folder](#).**

4. Fill out the form completely.

## Third, POST your Community Service Form on GoEnnounce:

1. Download your completed Community Service Form as a .PDF.



2. Go to [www.goenounce.com](http://www.goenounce.com) and sign in with Google.
  - \*\*If this is your first time logging in this year, and are a returning student, please reference this document first.
3. Create a post for your completed community service hours on your GoEnounce page.
  - A. In the text section of the post, write a description of your community service activity and how many hours you volunteered.
  - B. Attach the pdf of the Community Service Form that you downloaded.
  - C. Tag the post by selecting the “Community Service” tag.
  - D. Click on POST to post to your GoEnounce page.

The screenshot shows the GoEnounce post creation interface. At the top, there are navigation links for "Feed", "About Me", and "Media". Below these, a purple arrow points to the "Attach A File" button, with the text "B. Attach the pdf file here." written in purple. The "Attach A File" button is highlighted with a purple box. To its right is the "Google Drive" button. In the top right corner of the post creation area, it says "4000 characters left". Below the buttons is a text input field with the placeholder "Post an e-announcement ..." and a red box around it containing the text "A. Text goes here". Below the text field is a tag selection area with the text "Tag this e-" and a green box around it containing the text "C. Select the tag here". To the right of the tag selection area is a blue "Post" button. At the bottom left, there is a "View by tag..." dropdown menu.

# How to make a copy of a file in Google Docs and save to a specific folder:

1.

File Edit View Tools Help

Share

New

Open Ctrl+O

**Make a copy**

Download

Email as attachment

Make available offline

Version history

Rename

Add to My Drive

Move to trash

Publish to the web

Email collaborators

Document details

Language

## Spaulding High School

155 AYERS STREET, SUITE 1  
BARRE, VERMONT 05641-4300  
TEL: 802-476-4811 • FAX: 802-479-4535  
Website Address: [www.spauldinghs.org](http://www.spauldinghs.org)

### Community Service Form

Effective fall 2019, Spaulding High School requires 40 hours of community service over the course of a student's high school career (Class of 2020 – 10 hours; Class of 2021 – 20 hours; Class of 2022 – 30 hours; Class of 2023 and thereafter – 40 hours) as part of a student's graduation requirement. Community Service is defined as unpaid work which is meaningful, completed with the benefit of others in mind and without expectation of repayment whether monetary or otherwise. The intent of this requirement is that SHS students make an impact, however large or small, on the community in which they are volunteering their time.

Student Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

School Counselor Name: \_\_\_\_\_

2.

Copy document

Name

Copy of Copy of SHS Community Service Form

Folder

My Drive

Select a file

My Drive

Shared drives

Computers

Shared with me

Starred

Select

Copy document

Name

Copy of Copy of SHS Community Service Form

Folder

My Drive

1:1 Chromebooks SHS

Community Service Forms

**Community Service Hours**

dig sig

EDCI 325

Select

3.

Copy document

Name

Copy of Copy of SHS Community Service Form

Folder

Community Service Hours

Cancel OK

→ Back to step 4 in Community Service hours directions.