

# COMMUNITY SERVICE RECORD

## SANTA BARBARA UNIFIED SCHOOL DISTRICT

### ALTA VISTA & LA CUESTA HIGH SCHOOL

**Deadlines** - *SBUSD requires a minimum of 60 hours must be completed and turned into the Career Center at LCHS (710 Santa Barbara St.) by May 26, 2020.* - A minimum of 120 hours must be completed to receive the Above and Beyond Community Service Award and turned into the Career Center by **May 13, 2020** to be able to participate in the Senior Awards Ceremony.

#### How to Record Your Community Service Hours

- [1] By signing this form you, the student, are stating that you are abiding by all the protocol, deadlines, guidelines and exceptions.
- [2] Please turn in all **Community Service Forms** to the **Career Center** by the end of the school year.
- [3] Any signatures not verified by the non-profit organization will make this form not valid.

#### Guidelines

- It must be a safe activity directed by a non-profit organization (those with a 501(C)(3) tax-exempt I.D. number from the IRS).
- It must be a service for which you are not paid or otherwise given credit.
- The organization may not profit monetarily from your service.
- Volunteer Activities which currently do not appear on the Pre-Approved Community Service Opportunities List require approval by a Community Service Coordinator or School Administrator.
- Community Service maximum hour-per-day guidelines shall be aligned with the CA labor laws specifying that a minor may not work (and receive credit) for more than 8 hours per day.
- Students may not receive community service credit for volunteer work in private homes due to safety and liability issues.
- A non-profit supervisor may not sign for hours performed by their own child.
- Workshops and trainings only qualify for community service credit if it directly leads to a community service activity.
- Hours will not be counted for transportation to and from a service event.

#### Exceptions

- **School Theater, Band, Choir and Cheerleading Performances:** Assistance in theater, band, choir and cheerleading-related performances (not part of a cast or class for which credit is given) is limited to the performances, parades, or events, only, not the rehearsals. This applies even if the entire event is a nonprofit fundraiser.
- **Animal Fostering:** Maximum of 5hours/day may be counted for summer fostering and 3hours/day when school is in session.
- **Political Campaigns and Elections:** A precedent was set by former Assistant Superintendent Michael Couch and former Dos Pueblos Principal David Cash that working on a candidate's campaign; working for or against a proposition or ballot measure; working for a political party; or registration of voters does not qualify for community service credit. (There is a gray area regarding voter registration when not for a political party, i.e., "Rock the Vote". Guidance from the district will be sought regarding this issue). Students may assist the County Clerk Recorder in preparing for and tabulating results from an election.
  - **Church / Religious Organizations:** Students may not receive community service credit for church activities that are strictly of a religious nature, for example, teaching religious classes, proselytizing, active recruitment for a religion, serving as an altar person or communion helper. Students can be a teacher's assistant or provide childcare during classes, services, or Vacation Bible School. Students may not receive credit for activities that are required for completion of confirmation classes (no double-dipping). Singing in the church choir does not count unless the performance is at an event open to the general public. The ideal volunteer situation in religious institutions is when students perform community outreach as part of a youth group service project (i.e., serving meals at Transition House; stocking shelves at the Unity Shoppe; beach clean-ups; United Way "Day of Caring". etc.).
- **Teacher's/office aide (not for credit):** Students can receive community service as a campus teacher/office aide providing they are not receiving school credit or units. Service hours are to be maintained by the supervising teacher.
- **Boy Scouts:** Boy Scout members may not receive community service credit for their own Eagle Scout projects. They may, however, receive credit for hours in which they assist another Boy Scout with his Eagle Scout project.

#### STUDENT INFORMATION

ID #: \_\_\_\_\_ Print Name: \_\_\_\_\_

**TOTAL SERVICE HOURS FOR ALL NON-PROFIT AGENCIES  
RECORDED ON THE BACK OF THIS FORM**

**NON-PROFIT INFORMATION**

Non-Profit Organization to receive service: \_\_\_\_\_

Non-Profit Contact Phone #: \_\_\_\_\_

Brief description of service to be performed:

\_\_\_\_\_

**Signed approval of ADMIN if organization is NOT on pre-approved list** (list found at [www.sbusdalted.org](http://www.sbusdalted.org)):

Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed amount of service hours for non-profit agency: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**For Non-Profit Supervisor: By signing this form I verify that this information is accurate.**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NON-PROFIT INFORMATION**

Non-Profit Organization to receive service: \_\_\_\_\_

Non-Profit Contact Phone #: \_\_\_\_\_

Brief description of service to be performed:

\_\_\_\_\_

**Signed approval of ADMIN if organization is NOT on pre-approved list** (list found at [www.sbusdalted.org](http://www.sbusdalted.org)):

Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed amount of service hours for non-profit agency: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**For Non-Profit Supervisor: By signing this form I verify that this information is accurate.**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_