

* Community Service Record * Santa Barbara School District *

How to Record Your Community Service Hours

- [1]** All volunteer hours turned into the **College & Career Center** must be recorded on this form. Any signatures obtained previously can be submitted with this form but all other information must be filled out.
- [2]** All Students, grades 9-12, can submit volunteer hours twice per year, or when form is completely filled. 12th grade deadline for graduation eligibility is the Friday before Memorial Day (2 1/2 weeks before graduation).
- [4]** Any signatures by the non-profit agency not verified will make this form null and void.
- [5]** By signing this form, you, the student, are stating that you are abiding by all the protocol, deadlines, guidelines and exceptions.
- [6]** Service hours must be turned in within one year of completion of the service. Hours turned in after a year may not be counted.

Deadlines

- To receive a high school diploma, a minimum of 60 hours must be completed and turned into the **College & Career Center by the Friday before Memorial Day (2 1/2 weeks prior to graduation)**.
- A minimum of 200 hours must be completed and turned in to receive the Community Service Excellence Award. Hours due by **October 31st.**

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 agency or 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 5 hours/day may be counted for summer fostering and 3 hours/day when school is in session.
- School Clubs:** Service hours may be counted for a school club activity as long as it is not a fundraiser for that school club.
- Political Campaigns and Elections:** 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. Although 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 aide without units:** Students can receive community service as a campus teacher's 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#: _____ Email: _____ Grad Year: **20** _____

Print Name: _____ Signature: _____

TOTAL SERVICE HOURS FOR ALL NON-PROFIT AGENCIES RECORDED ON THIS FORM

Total Hours for this Form : _____

Print Name: _____ Student ID #: _____ Grad Year: **20**__ __

----- **NON-PROFIT INFORMATION** -----

Name of Non-Profit Organization: _____ Non-Profit Phone #: _____

Brief description of service to be performed: _____

Signed approval of ADMIN if organization NOT known to be a non-profit _____

COMPLETED AMOUNT OF HOURS FOR NON-PROFIT AGENCY : _____ DATE RANGE: ___/___/___ TO ___/___/___

Non-Profit Supervisor: Print Name _____ Title: _____ Signature: _____

Check here if you want these hours to count for National Honor Society

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Brief description of service to be performed: _____

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