

RICHMOND COMMUNITY HIGH SCHOOL

Community Service Guidelines/Procedures

The Richmond Community High School (RCHS) Community Service Program has for many years provided students with an opportunity to involve themselves in a variety of enriching, useful and practical experiences, which serve the school and community. Through community service, students can learn new skills, assume responsibilities, become aware of the needs of others, and learn the importance of unselfish serving and giving. Community service links students with the wider community and exposes them to people and situations outside their previous experiences.

In order to graduate from Richmond Community High School, students are required to perform a minimum of **150 hours** of community service PRIOR TO GRADUATION; however, a student is not eligible for the National Honor Society until 100 hours of the community service requirement is fulfilled by the beginning of the junior year. The community service requirement may be satisfied by participation in a single or a combination of activities.

Guidelines for Acceptable Community Service Activities

A recognized community service activity for RCHS students is one which:

- Is performed without a material or monetary reward.
- Has some institutional or organizational affiliation. Students may **NOT** receive hours for volunteer work in private homes due to safety and liability issues.
- In general, **service performed for profit-making organization is not acceptable**, with the exceptions of hospitals, nursing homes, and newspapers.
- Community service typically involved the delivery of a service directly to constituents of an organization or participation in a project sponsored by an organization, as opposed to participation in administrative work or maintenance of an organization.
- A person other than the student's relative must supervise the work.
- Is not performed during the student's class time.
- **Religious Institutions:** Service through organizations is only applicable if the activity is not associated with the rituals, services, or ceremonies of any specific religion, not recruiting people to your faith or fund raising to support a specific religion or religious institution. Thus participating in religious *service* (*choir membership, altar service, reading from the Koran, etc.*) while worthy endeavors, will **NOT** be counted. However, educational activities and non-religious activities which benefit the religious community (*in non-financial ways*) or the community at large **ARE** acceptable (*teaching Sunday school, babysitting during religious services, painting religious building, clothing drives, work in shelters, participation in church mission trips of Habitat for Humanity or Community Volunteers*). Selling anything for the religious institution is only applicable if the proceeds are used for charitable purposes and are not for the benefit of the institution. Participation in youth groups is generally not applicable unless the groups are organizing and/or performing community service activities.
- **Charity walks are assigned a specific number of hours for completing the walk, and are** only acceptable if the student raised money for walking. A copy of their pledge sheet should be attached to the verification form.
- **Summer Camps:** If other community service guidelines are met (*related to compensation, type of organization, religious practices, etc.*), counselor-in-training (CIT) hours spent in the actual organization and performance of specific community service activities ARE applicable. CIT positions **for-profit camps are NOT applicable**.
- **Traditional School-Sponsored Activities** (*Student govt., band, theatre, NHS, and etc.*) are NOT acceptable unless the group is performing specific community service activities outside of school hours. Examples include: Salvation Army bell ringing, charity drives, helping the homeless, performances for raising money for non-profit organizations (*performance time only*), and etc.
- **Boys Scout:** Community service given only for working on someone else's Eagle Scout project, not your own.
- **Blood/Hair donations:** Two hours for blood, three for platelets and five for hair.

Documentation

In order to receive community service credit, the Community Service Verification Form must be completed, signed by the appropriate representative of the agency/organization and submitted to the Community Service Program Coordinator. Simply performing service does not automatically provide credit. It is the student's responsibility to see that the documentation is filled out and turned in. **Please make a copy for your records.**

Exception to the Guidelines:

Any exceptions to the guidelines can only be made with the knowledge and written approval of the Community Service Program Coordinator. **WHEN IN DOUBT, ASK.**

If you have questions regarding the Community Service Project, please call Richmond Community High School at **(804) 780-4332**.

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Community Service Program Verification of Student Hours

Student's Name

Organization/Company Name

Graduation Year

Name of Organization Representative (Print)

Description of Duties/Activities

Community Service Coordinator PREAPPROVAL:

Date:

DATE OF ACTIVITY (MM/DD/YYYY)	TIME IN	TIME OUT	TOTAL HOURS:	SUPERVISOR'S SIGNATURE

Signature of Agency/Organization Representative

Parent Signature

Agency/Organization Telephone Number

Total Hours: