

# Maria Carrillo High School

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## Guidelines Block Award for Community Service

You may receive a maximum of one Block award per school year for community service if you meet the following criteria:

1. Complete at least 100 hours of documented community service within one full year. Summer may be attached to either the previous or the following year. You may not split the summer to qualify for two different years.

For example: If you volunteer during the summer between your freshman and sophomore years, you may add the hours to those you did during your freshman year to complete your Block award for freshman year; or you may begin your sophomore Block with those summer hours.

2. The community service must be served at an approved agency or organization. Examples of these include the Volunteer Center, Puma Peers or Tutors (outside class hours), Boys'/ Girls' Clubs, Parks and Recreation, Senior Centers, etc.
  - You can tutor, mentor, labor, coach, or otherwise volunteer time for those types of agencies;
  - School club meetings, scouts and personal church/religious activities do not qualify;
  - Your supervisors cannot be your parents or close relatives.
3. You are advised to submit your activities for pre-approval to the Vice Principal. Some activities that were approved in the past are no longer accepted.
4. Complete the time sheet on the reverse side of this page and have your supervisor sign it. When you have completed your work with the agency, have your supervisor write a letter describing your activities on the agency's letterhead. Be sure your supervisor's name, address and phone number are clear so that contact can be made to verify your work.
5. The deadline for each year's Block award will be September 15. You may turn in your hours at any time during the school year. However, if you wish to be awarded a Block letter for your freshman year, for example, and you will be using summer hours, it must be turned in to the Vice Principal no later than September 15 of your sophomore year.

