



## COMMUNITY SERVICE GUIDELINES










As a graduation requirement, high school students beginning with the **class of 2021 will need to complete a minimum of 20 hours (these hours are prorated at 10 hours for the class of 2021, 15 hours for the class of 2022 and 20 hours for the class of 2023 and beyond)** and of community service outside of their home and family environment. **Please read the guidelines below and direct any questions to the high school counseling office PRIOR to starting any community service opportunity.**

**Community Service** is work done by a person or group of people that benefits others. It is often done near the area where you live, so your own **community** reaps the benefits of your work. You do not get paid to perform **community service**, but rather you volunteer your time.










A student must complete both the Community Service Hours Documentation Form and Community Services Reflection Form. Completed forms will be submitted to the high school counseling department for review.

Students who lack transportation and would like to inquire about potential service opportunities at their school should contact their high school's counseling department. School service opportunities will vary by school and may have limited availability, so please inquire early to ensure ample time for scheduling this kind of community service opportunity.

### Acceptable

-  Can include opportunities that take place with different organizations; please complete a separate set of form(s) for each organization.
-  Should be school-oriented, community-oriented or faith-based in nature.
-  Must start community service hours after the student completes 8th grade.
-  Should be completed prior to the end of March of your graduating year; if you need more time to complete, you must obtain prior written approval from your school counselor.
-  Must be completed outside of regular school hours; if you would like to complete service hours during the regular school day, this must be approved prior to starting the community service opportunity.
-  May include direct one-to-one volunteering opportunities (e.g. mentoring, etc.) or group volunteering options (e.g. as food drive, etc.).
-  Must be approved by the parent/guardian; signature on Community Service Documentation Form is required.
-  May include additional volunteering hours as part of an organization (e.g. Cub Scouts, Girl Scouts, etc.).
-  May include volunteering personal time to support the personal enrichment activities of others (e.g. free dance lessons, participation in activities for senior citizen homes, etc.).

### Not Acceptable

-  Cannot be charitable donations.
-  Cannot be court ordered; if you want to use the same court ordered community service opportunity, you must exceed the required court ordered time by a minimum of 20 hours.
-  Cannot use hours resulting from a disciplinary event.
-  Cannot result in a financial reward.
-  Cannot result in academic credit unless otherwise approved.
-  Cannot include activities that are part of a student's normal day (e.g. extra-curricular club participation, sports participation, playing in school band, performing in school play, etc.).
-  Cannot include hours spent as part of a family unit (e.g. babysitting siblings, home chores, etc.).
-  Cannot include hours spent personally in enrichment activities (e.g. dance lessons, cooking classes, etc.).
-  Travel time to organization will not count in the calculation of community service hours.



# COMMUNITY SERVICE DOCUMENTATION

“Through community service students are given opportunities to become responsible citizens by helping others while learning selflessness and fostering personal growth.”

Student Name \_\_\_\_\_ Class Of \_\_\_\_\_ School \_\_\_\_\_

### Parent/Guardian Participation Verification

By signing below, I verify that I have given approval for my child to participate in this community service activity.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Organizational Information

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person Print Name \_\_\_\_\_

### Description of Service Performed – Completed by Organization

### Date(s) & Hour(s) of Service – Completed by Organization

### Additional Comments – Completed by Organization

### Organization Verification

By signing below, I verify that this student has completed the above documented service hours for the above listed organization and has followed all the organization’s guidelines.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Service Hours Verification

By signing below, I verify that they have completed the hours of service stated above.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Student Verification

I verify that I have completed the above documented service and have followed all guidelines. I understand I must fully complete all parts of the form including the reflection page and turn it into the counseling department in order to have my community service hours reviewed.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### School Verification

I have reviewed the submitted documentation and find that the student has satisfactorily completed the requirements for community service.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# COMMUNITY SERVICE REFLECTION FORM

Complete and submit along with the Community Service Documentation Form to your high school counseling department for review. Fill out the following questions completely as possible.

Student Name \_\_\_\_\_ Class Of \_\_\_\_\_ School \_\_\_\_\_

Why did you choose this activity?

Do you have interest in this area?

What did you observe during your activity that made an impact on you?

How was this activity similar or different from other educational activities?

What did you learn?

Was this a positive or negative experience for you and why?

How does this service contribute to you being a responsible citizen?