



Important Information and Requirements for Community Service Hours

Students are responsible for reviewing the following requirements and restrictions for community service hours.

- Community service hours can start being earned during the summer before 9th grade.
- Community service hours must be logged using MobileServe within 30 days of performing the volunteer service. Any hours submitted more than 30 days after the service took place will be rejected.
- All service hours to count towards Distinguished Graduate and Community Service recognitions must be performed by December 31st of senior year and submitted and approved by the last school day in January at 3:00 PM.
- Service hours must be recorded through MobileServe. Paper verification forms or email will not be accepted.
 - Students must use their school email for their MobileServe account. This account has already been created. Students can see the CCC for assistance in accessing and setting up their account.
- Service hours can be logged in the summer. Students should not wait until school starts to submit hours for verification and approval.
 - All summer service hours must be logged before the last Friday in September at 3:00 PM.
- Only actual hours of service may be recorded—NOT travel time, required meetings and miscellaneous time.
- Service performed as a disciplinary action CANNOT be counted.
- Service hours performed for family, including extended family, CANNOT be counted.
- Parents CANNOT sign as the volunteer supervisor.
- Service must be performed through a tax-exempt or recognizable charitable agency. Pre-approval for any other sites must be obtained.
- Volunteer supervisors will receive an email from MobileServe asking them to verify students' hours. It is a good idea to let them know they will receive an email. **Students are responsible for following up with volunteer supervisors to ensure that their hours are verified.** Hours not verified by the volunteer supervisor cannot be approved by Union.
 - Service hours not verified by the volunteer supervisor within 6 months of the date of service will be rejected.



- Multiple days of the same community service can be logged together in one submission. (For example, if a student volunteers at a day camp during the summer for four hours every day for four days, the student could log all 16 hours at the same time.) Students must note the dates and hours worked each day in the service description.

- School Hours:
 - “School hours” are any community service opportunities that directly serve the Union district or individual schools within Union. Examples may include, but are not limited to: family nights, schedule pick up, events, field days, after school programs, classroom help after school hours, etc. School hours can also be earned through service as a part of a Union club or team, even if that service does not directly benefit the Union district or an individual school.
 - Volunteering that is required for a class in which a student receives a grade will not count towards community service hours.
 - In general, community service hours (school or non-school) cannot be earned during normal school hours on school days. Some exceptions will be granted for specific Union High School and district events that are open to all high school students, including but not limited to:
 - SHAKA Week volunteering
 - Enrollment Fairs
 - Special Olympics
 - Beyond U
 - BizTown
 - Elementary field days (restrictions apply)
 - For questions or clarification about which school-day events will count towards service hours, please see the College/Career Center.