

COMMUNITY SERVICE HOURS GUIDELINES

The CVHS Career Center collects volunteer timesheets each year for the purpose of forwarding the timesheets to the Volunteer Center of the Inland Empire. This enables CVHS students to be included in the Volunteer Center's Make A Difference award ceremony. We also use the timesheets to determine who has earned a CVHS student activities letter. **Because college and scholarship representatives may ask for verification of volunteer hours, it is each student's responsibility to keep copies of his or her cumulative volunteer records during their entire high school career.**

A student who completes 100 hours or more of community service in this time period will have earned an CVHS student activities letter and insert. The letters/inserts are supplied by our ASB and are funded with money raised by ASB fund raisers. ASB will pay for the letters/inserts for students who have purchased an ASB sticker. Students who have not purchased an ASB sticker will need to pay for their own letter and insert. The cost of the letter is \$25 and an insert is an additional \$5.

Community service means you are not getting paid and are volunteering to help the community (NOT A PLACE OF BUSINESS). This could be through club sponsored activities at CVHS like going to help build floats for the Rose Parade, helping with the Redlands Police Annual Christmas Party, participating in the Relay for Life, helping with the Run through Redlands or the Bike Classic, and many more. This does not include sports at CVHS or being a manager for a sport at CVHS. Some community service projects are advertised in the daily bulletin; some are advertised in the newspaper. Many of the local hospitals have excellent volunteer programs. Libraries, churches, elementary schools, tutoring centers, scouting, recreation department, and coaching are other areas that need volunteers. You must list actual hours worked. Do not count MERIT hours that are given by many organizations. Only ACTUAL hours worked. For instance, if you go to Mexico to build houses, count your working hours, not your sleeping and eating hours! Car washes, Goodwill Trucks, Lunch Carts, etc. DO NOT COUNT as your club/group earns money from these activities. If you volunteer for a private business, it is considered work experience not community service.

When you turn in your hours, you must record what day, what hours, and a brief description of what was done and for whom. **EACH DAY NEEDS A SEPARATE LINE AND SIGNATURE.** Do not wait until February to remember such specific details. Club meetings or officer meetings are not considered community service unless you are doing community service at the meeting. If so, list the community service that was accomplished. The adult club-advisor should be the person to sign as the supervisor's signature. The form with the ORIGINAL signatures (not copy) should be handed in to the Career Center. Hospitals may give you a printout of your hours, but be sure you can figure out what hours were served between February 25, 2017 and March 2, 2018. You may attach the printout to the form and write "see attached." There must be an ORIGINAL signature on the attached printout.

You are to be commended on making a difference in your community. You are the leaders of tomorrow and you are broadening your horizons through community involvement.

If you have any questions stop by the Career Center or leave a message at 909.799.2300 ext. 34160.