

Service Cords Program Guidelines

Purpose

To recognize students who participate in a high level (quantitatively and qualitatively) of service to the community by awarding a service cord to be worn during senior graduation ceremonies.

Hours

Hours required are an average of 40 per year that the student is in attendance at Hutto High School. For students who do not attend Hutto for 4 years, the following table will be used:

Years at Hutto High	Service Hours Required
1	40
2	80
3	120
4	160

The number of hours required is a total for the course of the high school experience. If a student earns 30 hours the first year, 50 the next, 35, and then 45 the final year, the total is still 160, and the student will qualify (Juniors and Seniors are expected to complete a minimum of 30 hours each of these years).

Students are responsible for declaring their intent to participate in the program, and only hours earned after the declaration will count toward the required hours. Declaration forms are available in the Assistant Principals (AP) offices. **Forms are also downloadable from the campus web site.** Verification forms may be picked up in AP offices or in Allamon's classroom. These forms are to be attached along with verification letters to the Service Cords Log. Students are responsible for completing and maintaining the cumulative report and for submitting it at the end of each academic year for review by the Service Awards Committee.

None of the required hours can be from court-ordered community service activities. In addition, no more than 10% to total hours not to exceed 16 hours can be "purchased" (example: cleaning supplies, dog food, cookies for blood drives, etc.)

Guidelines

Students may not receive payment or compensation in any form for services performed. Hours should be performed for nonprofit groups, the elderly or disabled only. Hours performed for any group or organization that in turn profits financially from the service will not count.

The following does **NOT** count toward service hours: school activities (ex: decorating for prom or homecoming); duties associated with an elected office that should be carried out in the normal course of duty for that office; family obligations (ex: babysitting or caring for other family members); duties formed in association with student's employment; tutoring a friend outside a school-sponsored program (ex: study groups, proofreading a friend's paper, studying for an exam) or FCCLA STAR Event projects that involve community service activities. The overriding issue should be that the community service is done primarily to benefit others in the community at large, and should be something out of the student's normal course of action.

The following **WILL** count towards service hours, but is not limited to this list: volunteer duties associated with a church; Boy Scout/Girl Scout service hours (with the exception of the scout's own Eagle Project etc.) Highway clean up; blood drives; citizenship programs; school-sponsored peer-tutoring programs, service hours honored by FCCLA, FFA, 4-H and Student Council. Activities about which the student is unclear should be cleared through Dana Allamon, FCCLA/Leo Advisor.

Additional Guidelines:

1. Serving as a teacher's aide or providing help to any Hutto ISD employ will not count as volunteer work for the Service Cords Program.
2. Service learning activities through a church or other such nonprofit entities must provide the student with documentation on appropriate organizational letterhead of time spent by the student and what volunteer work was done by the student.
3. Students may count participation in an activity organized to sew, knit, crochet or make items for donation to a nonprofit with appropriate documentation but will not be given credit for organizing such activities.
4. Monetary donations or donations of goods require a receipt documenting the donation amount completed by the receiving organization for such donations to count for the Service Cords Program. Receipts filled in by the donor will not be accepted. \$25 in money or goods equals one hour for calculation purposes.

Deadlines

Remember, students are responsible for completing and maintaining the cumulative report and for submitting it at the end of each academic year for review by the Service Awards Committee.

Students may declare their intent to participate in the program at any time. However, **all hours with verification must be completed by the first Friday in May of a student's senior year.**

The Service Awards Committee at this time consists of:

Teacher – Dana Allamon

Teacher – Erin Schneider

Lead Counselor – Tisha Kolek

Community Member/Business Representative – Jeff Svoboda