



## Community Service Guidelines for Organizations

Creating safe, orderly, and welcoming learning environments is critical to educating and preparing all of our students to achieve their highest potential and contribute to society. All activities must follow our Code of Conduct providing inclusivity and equity for all by grade and/or schools. On site adult supervision is required at all times. Organizations cannot transport students.

### Examples Permitted for Organizations to Request for Volunteers

- Serving as mentor or instructor
- Assisting senior citizens and neighbors
- Providing entertainment for community events
- Assisting at food cupboards and soup kitchens
- Participating in local cleanup activities

### Examples NOT Permitted for Organizations to Request for Volunteers

- Paid work
- Residential locations
- Activities during scheduled school classes or do not follow NYS Labor Laws
- Meetings, training and practice to be a volunteer
- Travel time to an assignment
- Social media or social influencer
- Financial fundraising: However, volunteers may assist at events that support fundraising (assisting with set up, distributing water/food at 5K's, performing music, etc.)
- Virtual activities unless approved by district
- Hosting exchange students
- Activities outside local area
- Election campaigns

### For additional information

**Code of Conduct:** <https://www.pittsfordschools.org/Page/956>

**NYS Labor Laws** (Restricted hours/day): [Hours of Work for Minors | Department of Labor \(ny.gov\)](#)

**\*\*\*If your request meets the above requirements, complete the form below\*\*\***

Pittsford Schools reserves the right to deny requests. Our office does not guarantee student participation. Community service clubs are student driven and students vote on whether to participate in activities as a group. Staff does not select specific activities for student participation. Requests must come from authorized staff members of the organization. For questions regarding if your request qualifies, send email to [Michelle\\_Legg@pittsford.monroe.edu](mailto:Michelle_Legg@pittsford.monroe.edu).



## REQUEST FOR VOLUNTEERS

Please email this completed form to [michelle\\_legg@pittsford.monroe.edu](mailto:michelle_legg@pittsford.monroe.edu) **ONE FULL MONTH** in advance of the date you need students. Thank you for providing this opportunity to our students.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Activity (Non-residential): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Website/Link for Additional Information: \_\_\_\_\_

**DATE(S):** \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

Grade Level of Volunteer (circle):    MIDDLE SCHOOL    HIGH SCHOOL

Optional: (state specific age/grade desired) \_\_\_\_\_

Please provide detailed description of task(s):

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Additional Comments: (or attach a colorful flyer with more details if necessary)

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