



## Frequently Asked Questions

### 1. How to submit for community service credit for grades 6-12:

Go to [www.pittsfordschools.org/communityservice](http://www.pittsfordschools.org/communityservice) , click + **Community Service**, click *Form for Credit*  
Fill out form, **print (control P)**, and save a copy (not an online process) *before* clicking submit.

**10 hours or less** requires parent signature

**Over 10 hours**, supervisor signature, certificate or letter/email verification

Turn in paperwork to community service or email to Mrs. Legg at [michelle\\_legg@pittsford.monroe.edu](mailto:michelle_legg@pittsford.monroe.edu)

**BRMS & CRMS:** Main Office    **MHS: ROOM 252A**, 2<sup>nd</sup> Floor Center Hallway

**SHS:** INBOX, rack outside office (next to nurse’s office) or drop off in the counseling office

**Emails must use a scanning app that produces a PDF of the form. Please no photos (jpegs).**

If you have questions about the process, please email Mrs. Legg at [michelle\\_legg@pittsford.monroe.edu](mailto:michelle_legg@pittsford.monroe.edu)

### 2. How do I find community service opportunities?

- Go to website: [www.pittsfordschool.org/comunityservice](http://www.pittsfordschool.org/comunityservice)
  - Click **Volunteer Opportunities** (Updated Monthly)
  - For service work not listed on our webpage, contact Mrs. Legg in the community service office ***first*** before volunteering at [michelle\\_legg@pittsford.monroe.edu](mailto:michelle_legg@pittsford.monroe.edu), to ensure the service work will earn school credit.

### 3. Is community service required to graduate?

Community service is encouraged but not required to graduate high school.

### 4. Do community service hours earned during middle school transfer to high school?

Yes! However, middle school community service will not count toward NHS requirements.

### 5. Does National Honor Society require community service to be a member?

Yes, community service is one part of the application process.

- NHS requires volunteer work to be completed **after 8<sup>th</sup> grade** graduation
- Check with the NHS advisor for requirements

### 6. Are there limits on the number of hours per day a student can volunteer?

Yes, the Pittsford School District follows guidelines set by New York State Labor Laws.  
All hours must be submitted **within one year of service** or they expire.

School Days:	16-18 Years Old	Maximum 4 hours/day
	Up to 15 Years Old	Maximum 3 hours/day

Non-School Days	All Ages	Maximum 8 hours/day up to 6 days/week
	16-18 Years Old	48 Maximum weekly hours
	Up to 15 Years Old	40 Maximum weekly hours

**Note: Overnight camps are limited to only 8 hours/day**

**7. What if the student worked more hours than those limits and has that work signed by a supervisor, can they still get credit?**

No, all submission hours must be approved by the community service office which will reduce the hours to follow school district policy guidelines set by New York State Labor Laws. All hours must be submitted within one year of service.

**8. What is excluded from community service credit?**

- Meetings or training to be a volunteer
- Work for your own family
- Travel time to an assignment
- Practice time to perform music or theater, however, rehearsal time with performers count
- Hours that exceed NYS child labor laws

Some of these are not eligible because it is preparing the student to provide the service.

**9. What if I have a signed letter or certificate, do I still need to fill out the online form?**

Yes, the form is part of the verification process and requires more information for school credit.

**10. When do I need a timecard to go with the form?**

When volunteer hours occurred over several weeks or months. Signed letters or emails from the organization are accepted as a substitute for a timecard. **Timecards are stapled to printed online form and turned in.** When asked to enter dates and hours on form, enter: see attached.

**11. Do I need to fill out a form for each individual day I volunteer at an organization?**

No, if the student worked several events or an ongoing assignment, they can fill out ONE timecard and ONE online form detailing what they did and reflecting on that service.

**12. How many volunteer hours are needed to receive school credit?**

75 hours	.25 credit
150 hours	.50 credit
225 hours	.75 credit
300 hours	1.0 credit

Students continue to submit hours over 300 to qualify for award and scholarship opportunities. School credit posts to transcripts in June of the student's junior year and September, January and June of their senior year.

**13. Do community service hours expire?**

Yes, students must submit volunteer hours within one year of completion of the service work or it expires.

#### 14. How do I find community service opportunities?

- Go to website: [www.pittsfordschool.org/communityservice](http://www.pittsfordschool.org/communityservice)
  - Click on **Volunteer Opportunities** (Updated Monthly)
- The community service bulletin board outside counseling offices post flyers, plus monthly and ongoing volunteer opportunities. (SHS/MHS/BRMS). CRMS posts in the commons and on the ticket booth window
- Interact Club at high schools and Community Service Club at middle schools
- School morning announcements

#### 15. What volunteer opportunities are there at school?

- Web Leader/Link Leader
- Bookstore/Office Helper/Team Gardens
- PTSA Events (Super Sale, Welcome Back Picnics, etc.)
- Interact Club (High Schools) and Community Service Club (Middle Schools)
- Music and theater backstage crew, pit orchestra, lighting and sound
- Audio/Visual Department
- Tutoring or Mentoring Clubs
- School band performances at town events( Memorial Day, Jazz Festival, Village Candle Light Night) or school events (Graduation, Pep Band)

#### 16. Where in our communities are volunteer opportunities found?

- Church, synagogue, mosque, etc. (Assist with Vacation Bible School, assisting in day-to-day operations, church missions, etc.)
- LIT/Counselors at summer camps
- Senior Living Residences
- Hospitals
- Soup kitchens, food pantries, public libraries, museums, animal shelters, trail maintenance, etc.
- Boy Scout/Girl Scouts volunteering (Red Kettle Campaign, Eagle Projects, candy for military, collecting donations for homeless or food pantries, etc.)
- Volunteering for a local official, congressperson or senator campaign
- Assisting a neighbor with mowing, raking, shoveling (work for your own family does **not** count)

**NOTE:** Many more activities qualify for credit. If you are unsure whether something qualifies, contact the community service office for help. The basic rule is: “Does the volunteer work benefit the community?”