



Community Service Matrix

If you have **ANY** questions, please contact Guidance **PRIOR** to completing your hours!

PRIOR to completing a community service opportunity, all students are strongly advised to review the list of approved Non-Profit (501c3) Community Services organizations in Lancaster County by going to the following website: <https://www.taxexemptworld.com/search.asp?type=ot&state=PA&county=Lancaster>

If your student is interested in pursuing a community service opportunity that does not involve one of the approved Non-Profit organizations included on the list, the student should complete the questions below, review the examples listed, **AND** speak to someone in the Guidance office **BEFORE** pursuing or completing the hours.

1. Explain what you will learn as a result of completing the proposed service.
2. Explain how the activity will benefit the community or its members.
3. The service may NOT be performed for a relative or friend. Any service provided for a private individual MUST be preapproved by building administration prior to completion.
4. The service may NOT be performed for any for-profit business (this means if the company earns income for profit, ie: dance studio, pizza shop, retailer, etc.)
5. School activities, such as playing on a team, managing a team, tech crew, or activities completed during school hours on days school is in session will not count toward your LS Community Service Requirement. Activities for school personnel which are required by their contract (such as setting up their classroom for the upcoming school year) are NOT permitted; however, extracurricular activities such as art shows, fun fairs, etc. ARE permitted. If you are unsure, please stop by guidance to ask. Activities at districts other than Lampeter Strasburg must be preapproved by building administration.

EXAMPLES:

Community Service (counts toward the school requirement): Any activity completed for a non-profit organization.

Community Service (counts toward the school requirement ANY ACTIVITY COMPLETED FOR AN INDIVIDUAL, OUTSIDE A NON-PROFIT ORGANIZATION, MUST BE APPROVED PRIOR TO COMPLETION): A physically disabled or elderly neighbor (minimally retirement age of 65) is unable to remove snow from his/her sidewalks and driveway as a result of a physical disability or advanced age. The student volunteers to complete the task to benefit the community member (this CAN NOT be a relative) who is unable to perform the task and received no compensation. **Rationale:** The community member is unable to perform the snow removal due to advanced age or physical disability and has no one living with them who is physically capable of completing the task. Similar to the Volunteerism example, this is a kind and generous act; however, the removal of snow would NOT be possible without the assistance of the student volunteer.

Basic Volunteerism (NOT counted as Community Service): A student shovels the sidewalks and driveway of a neighbor and receives no compensation. The neighbor has no notable physical afflictions, ailments, or disabilities, and is not elderly. **Rationale:** While this is a kind and generous act to assist the neighbor; the neighbor is capable of performing the snow removal without the assistance of the student. Additionally, the student would learn little from participating in this activity.

Community-Based Learning (NOT counted as Community Service): A class connects with a local agricultural agency to conduct a small stream study of the effects of fertilizer runoff on aquatic life as a class project. The class visits the site on a regular basis to collect samples and to conduct testing. The class works with the agricultural agency to interpret the test results and develop recommendations. **Rationale:** While the recommendations may result in future benefits to the community, the focus is on the educational value resulting from the experience through engagement with the agricultural agency, not specific benefits that may or may not be realized as a result of the study.

Service Learning (NOT counted as Community Service): A student who participates in the Carpentry Program at CTC utilizes and expands his/her skills by volunteering to build homes with Habitat for Humanity during the summer months. **Rationale:** The student is applying skills learned in a specific educational program, gaining valuable experience specific to their field of interest.

COMMUNITY SERVICE VERIFICATION FORM

As a graduation requirement at Lampeter-Strasburg High School, students are required to fulfill at least **30** hours of community service **outside the regular school day**. The hours are expected to be completed prior to the 90th day of the student's senior year.

This entails students completing 30 hours of *self-selected* community service for a 501c3 non-profit. Information regarding acceptable criteria for service can be obtained from the high school guidance office or on Schoology, under Student Services, Guidance, Community Service. The community service hours may be completed from the summer preceding the ninth-grade year through the 90th day of the senior year. Forms and information regarding the completion of this graduation requirement are available in the high school guidance office, on the District website, and on Schoology.

The following guidelines must be followed: The service should directly benefit a local community and/or its members. Unpaid services that directly benefit or assist family members, a family business, or a for-profit entity do not count as community service. Please be sure to review additional guidance regarding approved entities on the reverse side of this form. Required hours by an outside government agency cannot be used to fulfill this requirement. Additional clarification regarding qualifying service, as well as a list of locations that accept student volunteers can be found on Schoology under Student Services, Guidance Department, Community Service. Final approval or appeals regarding what counts as service may be presented to building administration, who makes a final determination.

If there is a question as to what constitutes "community service hours," approval will be determined by the high school administration team. Please seek approval **PRIOR** to completing your hours if you are unsure if the service is eligible.

This form is to be turned in to the high school guidance department after completion of hours at an organization that fits within the school's parameters. Please print legibly.

_____	_____
Student Name	Grade
_____	_____
Name of Approved Organization	Total Hours of Service
_____	_____
Name of Sponsor	Dates of Service

Briefly describe activity below:

VERIFICATION:

By signature, I verify that the information stated above is correct and accurate regarding completed community service hours.

_____	_____
Student Signature	Date
_____	_____
Sponsor Signature	Date
_____	_____
Sponsor Street Address	Sponsor Phone Number
_____	_____
Sponsor City, State, Zip	Sponsor Cell Phone Number