



Organization Guidelines

To earn a community service award, students must:

1. Read "How Do I Get Started" on our website, all guidelines, and fill out the Google Form verifying that you have read and agree to all guidelines.
2. Check the "Service Opportunities" tab on our website to find an approved community service organization or event.
3. Volunteer for at least 25 hours during the year (**March to March- hours completed by end of spring break - see website homepage for specific dates**).
4. Complete a verification form (found on the website) for each volunteer activity and submit the form **within ONE week** of serving.

Guidelines

1. Community service must be volunteered and performed for a nonprofit agency that is in the local community (defined as being in a radius of 50 miles of Wylie, TX) approved by the Raiders in Service committee. If an agency or organization is not listed on the website, students must get **pre-approval prior to volunteering** or committing to any volunteer activity. Go to the "Service Opportunity Approval form" tab, take the form to the agency/organization, have the leader at the agency/organization fill the form out, and return the completed form to your grade level sponsor (Mrs. Tietjen - room 153 - 11th-12th grade / Ms. Taylor - counselors office - 9th-10th grade). All pre-approvals must be completed **prior** to the last day of the 1st semester of school in order to be added to the list for that current March-March cycle. After that date, any new agencies will not be approved until after Spring Break for the following year. No new agencies/organizations will be considered during the summer break. Any new agencies/organizations that you are wanting to serve at over the summer must have approval forms submitted by the last Friday in April.
 - The following activities do not count towards the community service award:
 - Activities done as part of a class for academic credit or an extracurricular event
 - Activities for a Wylie East school organization or teacher
 - Activities performed during Wylie East school hours
 - Fundraisers for extra-curricular activities or school organizations
 - Volunteer work for a political campaign
 - Volunteering to coach/mentor another school team or organization that is required by your sport/organization
 - Performing/playing/coaching with another school organization in any venue
 - Court-mandated community service
 - Donations of money or items for service hours
 - Peer tutoring
 - Free babysitting
 - Activities completed to earn any award not associated with the school (for example, community service hours required to be an Eagle Scout)
 - Working in any capacity for Wylie East or Wylie ISD
 - Working or volunteering for any school PTA
 - Volunteer work done with a church group/organization **unless** the volunteer hours are completed at an already pre-approved organization (located on website). If in

- doubt, a Service Opportunity Approval Form should be submitted, and must be approved, **prior** to volunteering.
- Any organization that would deny a Raider the opportunity to serve based on race, gender, or religious affiliation.
2. No more than six hours per individual day can be counted. The total number of volunteer hours for certain activities may be limited at the discretion of the Raiders in Service Board, Faculty Advisor, or Principal.
 3. Students are responsible for completing the Community Service Verification Form for each day of service and turning it into a faculty advisor within one week of the completed service. Students must fill out a form for each day of service.
 4. Students **MUST RETAIN COPIES OF ALL VERIFICATION FORMS** in case of a discrepancy. If there is a discrepancy in hours, students will submit copies of ALL of their verification forms attached to a Service Hours Discrepancy Form. Do not submit a new verification form for previously turned in hours. It is the student's responsibility to follow up with the advisor if he/she is not notified of a resolution.
 5. Students must complete 25 hours of service per year (**March to March to be completed by the end of Spring Break**) to receive a community service cord award to be worn at graduation. For students who have moved into the district during the school year, a prorated number of hours will be determined by the committee.
 6. Students can earn credit for hours worked over the summer. However, students must volunteer at the approved organizations listed on the website. No new agencies, organizations, or Service Approval Forms will be considered during the summer break. Forms for hours completed over summer break must be submitted **within the first 5 days of school**.
 7. No parent or family member may verify hours for a student unless that person is the chairperson of the volunteer program and has approval on a Raiders in Service Approval Form.

The intention behind the Raiders In Service program is to encourage students to be personally driven to volunteer within the local community. Parents are welcome to information, but **all contact with the program should be student initiated. Forms must be completed and submitted by Wylie East students.** The only exception to this would be during summer break when forms should be submitted by the student through their Wylie ISD email.

Raiders in Service Mission

To facilitate, encourage, and support student volunteerism in the community.

Raiders in Service Vision

Raiders in Service seek to provide every student an opportunity to serve a minimum of 100 volunteer hours upon graduation from Wylie East High School.

****The Raiders in Service committee and Wylie East High School principal reserve the right to modify these guidelines.****

Last updated- March 2025