

GUIDELINES

Earned service hours must meet these criteria:

1. Community service must comply with the policies of the Somerset Hills Board of Education.
2. Service hours may be earned in the school community, the local community, and/or the greater community.
3. Service hours must be performed outside of the school day. The only exception is the NHS Blood Drive.
4. All submitted hours must be on BHS contract forms and must include; appropriate signatures, dates, total hours, and a description of the service provided.
5. Signatures must be from the supervisor of the event.
6. Students are required to submit completed contracts by each due date throughout the school year. Students are encouraged to continuously hand in forms throughout the year with in the appropriate timeline.
 - a. **Last Friday in September:** Documentation of service performed in the summer is due.
 - b. **Friday before first semester exams begin:** Documentation of service performed during the first semester is due.
 - c. **First Friday in June:** Documentation of service performed during the second semester is due.
7. Students will not receive service hours for raising money for an organization to which they belong. If the organization is donating all profits raised (less expenses) to a charity, then the service hours will be counted.

8. Participation in and travel to theatrical musical performances, festivals, or community events will count as service hours if the performance is conducted at a retirement home, charitable or civic event, or for a non-profit agency. The hours will not count if the performance is a fundraiser for the activity.
9. A student may earn service hours by assisting at a paid event provided that the student is not a member of that organization.
10. Raising funds for non-profit charities (listed on the Community Service website) may count.
11. Community service hours will count for activities that address a community service need whether sponsored by a profit or a non-profit organization.
12. Service performed as staff at non-profit camps and/or clinics (athletic, musical, etc.) for no financial compensation will count as service hours.
13. Service hours for peer tutoring will count if performed as part of an organized and supervised peer tutoring program.
14. Volunteering for political campaigns will be counted as service hours as long as the student is not being paid. Students will not receive hours for working on campaigns for school board elections.
15. Community service performed as a result of disciplinary action will not count.
16. Participation in school co-curricular activities will not count. If the co-curricular organization sponsors a specific service activity, the hours outside of the school day which are spent organizing that activity will count.
17. Service performed as part of a class requirement will not count.

18. Babysitting in general will not count. However, unpaid babysitting services connected to organized and supervised activities will count.

19. Service hours will not be rewarded for the donation of items. The time spent collecting, sorting, and delivering the items will count.

Any questions should be directed to the Service Learning Coordinator