

Character Scholarship



Leadership Service

Community Service Guidelines

Community service is work a person or group performs to benefit others. Often, the work is done locally, so your own community reaps the benefits of your work. **You do not get paid to perform community service**, though sometimes, food and such small gifts as t-shirts are given to volunteers. Generally, people perform community service to assist non-profit organizations who are addressing a community need.

Engaging in community service provides each participant with the opportunity to become active community members and has a lasting, positive impact on our society. Community service or volunteerism enables you to acquire life skills and knowledge and provides a service to those who need it most. Volunteering increases overall life satisfaction, increases social awareness and responsibility. Volunteering enhances personal knowledge, enables growth through new experiences, and develops improved interpersonal communication skills.

General Guidelines for Service Hour Tracking

Keep track of your hours.

Prior to submitting hours, make a copy or take a photo.

Submit the hours within **two weeks** of when you completed the mandatory group or individual service hours: **Late submissions will be denied.**

Hours will be logged and posted to the Microsoft spreadsheet at the end of the month.

WAHS COMMUNITY SERVICE GUIDELINES

VOLUNTEER HOURS—BASIC INFORMATION

- Currently, all NHS members must complete individual, community, or school service hours annually.
- Community service hours must be completed between June 1st of the current calendar year and by 3 p.m. two weeks prior to the Senior Cord Ceremony. This includes the Chapter Group Service Project tabs. Hours completed after that will apply to the following school year.
- The advisors will approve or deny community service hours on an individual basis. Members who are unsure whether the service is valid must consult one of the NHS advisors PRIOR to working the activity.
- All hours MUST BE SUBMITTED within two weeks of volunteering. We will not accept late submissions. Members are required to complete four (4) hours maximum of individual service, six (6) hours of school-sponsored service, and six (6) hours of local community-based service annually (See Community Service Form) to total sixteen (16) hours.
Additionally, all members must participate in a Wallenpaupack Area High School Chapter service project. The chapter will identify acceptable chapter service projects (See NHS bylaws, Article IX). Currently, the Chapter Service Project is collecting aluminum tabs for Ronald McDonald House. All members must collect at least 250 tabs.
- All community service hours earned at WAHS, in the community, or via non-profit organizations must be documented on the Community Documentation form to satisfy this requirement and must meet the following current NHS guidelines:
 1. Volunteerism must be free from personal gain, remuneration, or debt repayment.
 2. All hours must be recorded in dark blue or black ink on the WAHS NHS Community Service Documentation form. Printing must be legible. We will not count information that we cannot easily read or recognize.
 3. Complete ONE NHS Community Service Documentation form for ONE EVENT DATE.
 4. Provide the non-profit, community or school organization name (no acronyms) on the Community Service Documentation form. Include a short title of your service and a

detailed account of the task(s) you completed. Print or type a verification name, phone number, or email. Printing must be legible. We will not count information that we cannot easily read or recognize.

5. The verifier must sign and date (month, day, year) the Community Service Documentation form.
6. Once members meet the annual hour requirements for each type of service, they should not submit any other hours to the advisors. No hours will roll over to the following year (see the bylaws for specifics).
7. As you decide to volunteer for school and local service hours, please remember that some events or groups may use Wallenpaupack in their title. This does not mean that the event or group is serving the school. For instance, Wallenpaupack Bidy Basketball serves the local community; it does not serve the school.

VOLUNTEER HOURS—VALID SERVICE HOURS

- Babysitting/Child Care is only valid when supervising children at an organization
- Religious **events sponsored by religious organizations:** proceeds must be for a non-profit organization or cause (*e.g.* Inter-faith or a food pantry). To receive approval, the director must give a signed statement as to how the funds are distributed.
 1. Teacher or teacher-aide for faith-based education for young children (*e.g.* Sunday school)
 2. Assisting or watching children in the nursery
 3. Food, Shoe or Clothing Drive event volunteer
 4. Mission trips or planning or projects or community outreaches
- Soup kitchen, food pantry, clothing closet volunteer
- Helping Habitat for Humanity or a similar organization build a house
- Volunteering for outside the district sports and activities (*e.g.* coaching Bidy Basketball or uncompensated activities at the Sports Factory; uncompensated and supervised teaching of music); these activities must be supervised by a qualified professional who may not be your parent, guardian, family, or friend.
- Volunteering at a local animal shelter, library, historical society, church, fire company, or other non-profit organizations (*e.g.* see Invalid Service Hours for exceptions)
- Volunteering at a community event or serving other volunteer groups where the sponsoring organization's event or activity is held to help the community
- Peer tutoring arranged and verified through WAHS Peer Tutoring Program or an athletic coach
- Litter clean-up sponsored through an organization, society, or business; to receive approval, the event supervisor must give a signed statement documenting where and when specifically the clean-up event occurred)
- Working at a charity event
- Volunteering to work at any PTA function or fundraiser
- Volunteers in Paupack Club member activities directly related to helping the community

VOLUNTEER HOURS—INVALID SERVICE HOURS

- Volunteering at any FOR-PROFIT organization or business (*e.g.*, doctors' offices, gyms, sports teams, daycares)
- Any activity for which the member is compensated
- Volunteering to work for immediate or extended family members in their homes or workplaces, unless for a charity event meant to benefit the community or a cause
- Fundraising activities for WAHS organizations of which the student is a member
- Fundraising activities for church, fire department or other organization where the funds directly benefit that church, fire department, organization, or its members to satisfy reoccurring expenses
- Athletic team managers or trainers performing their team duties
- Assisting a neighbor: garage clean-out, yard work, or shoveling snow/ice removal; assisting family members or businesses: moving, house or yard work, childcare (exceptions may apply—speak to an advisor prior to activity)
- Baby-, pet-, or house- sitting
- WAHS Co-Curricular, Club, Sport or Activity Volunteering: As a club/sport/activity or member, you are inherently expected to assume responsibilities for it to function. This may be an event, meeting, rehearsal, during school hours orientation (*e.g.* High School 101), sporting meet/event, set-up/break-down for performance, or equipment cleaning:
 1. Band/Orchestra/Choir/Drama/Theater members may not count hours for productions, performances, or other work completed as a cast or crew member or usher.
 2. Athletes coaching younger team members or game timekeeping or team manager duties; varsity players working JV games / events or vice versa
 3. Class officers fulfilling duties and responsibilities required by their offices
 4. Tutoring that is not arranged through the WAHS National Honor Society Peer Tutoring Program or supervised by a faculty member
- Concessions or Fundraisers for another club, activity or community organization: (*e.g.* Breakfast/Lunch/ Dinners or other meals for a religious institution or its school or fire department when the proceeds directly relate to compensation or reoccurring expenses)
- Classroom or teacher helper

- Parent/Guardian or Student signatures are not accepted. You must perform services that are part of an organization and not solely created/supervised by your parent or guardian.
- Religious Services: participation in a religious meeting or service
 1. Set-up/Clean-up or preparation for service
 2. Decorating
 3. Baptism assistant or other "helping" during the service
 4. Choir, Musical Accompaniment, Technical support