

APA SERV Guidelines

SERV is an honor society for service that was started at Parrott Academy in 1995. This honor society is open to students in grades 9-12 who meet specific criteria. SERV stands for “Students Effectively Realizing their Value.”

SERV Basic Requirements

- Hours are calculated by calendar year: January 1-December 31 (You can start earning hours in January of your eighth-grade year; SERV follows the calendar year, not the school calendar year.)
- Student must volunteer a minimum of 12 hours to be inducted into SERV. An annual maximum of 25% of a student’s total SERV hours can be awarded for volunteering for APA.
- Documentation of these hours must be logged by student on APA’s Track It Forward website and are due **January 8, 2027**.
- It is always the student’s responsibility to enter SERV documentation.

Earning Hours-If you ever have a question, ASK!

- You may NOT volunteer for a private business or individual. All qualifying service must be done with a non-profit organization.
- After induction, a student must maintain an annual requirement of 12 hours to remain an active member (you must qualify each year).
- Any court appointed service does not qualify for SERV hours.
- Political lobbying does not qualify for SERV hours.
- Conducting a worship service or religious instruction does not qualify for SERV hours.
- If a student wishes to do a project on school grounds that involves other students, he/she must do a formal proposal (see Mrs. Lewis for details).
- Credit for work as a volunteer at residential camps may not exceed 10 hours per day (this guideline is in place to provide some consistency in documentation).
- Work done during school hours does NOT count towards SERV hours unless it has been prior approved.
- Performance-based service: You may count performance time ONLY for performances done as a part of a non-profit, community production. You may NOT count any performance hours done with a private studio. You may NOT count any rehearsal hours as SERV hours for any performance-based service. If you are unsure whether your hours will count, please see me ahead of time!

Service involving the DONATION of goods

- You may NOT earn SERV hours specifically for the donation of goods. (I.e.-you cannot earn SERV hours for buying dog food to donate to an animal shelter.)
- If you are working with a non-profit agency to create an item or kit to donate, the time that you spend making the donation MAY count for SERV hours. Some non-profits generate a formula for donations, such as 1 donated item = 5 hours. We do NOT adhere to these general formulas.
- It is preferable that the student deliver donated goods to the non-profit agency. If this is not possible, students must include the NEW SELFIE Verification feature that has been added to Track It Forward, in

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addition to including the non-profit agency's contact name and email address. This feature allows the student to submit a picture of him or herself and the donated items.

- You should always get approval from Mrs. Lewis BEFORE completing a service project involving the donation of assembled kits, meals, etc.
- While approved virtual and donation-based service opportunities are accepted, the SERV Honor Society encourages students to seek in-person volunteer opportunities as often as possible.

Service for APA

- Students are limited to a maximum of 25% of total SERV Hours being done for APA per year.
- Service on school grounds that is NOT listed on the SERV webpage or listed on Track It Forward does NOT qualify for SERV hours unless specifically designated by the SERV Coordinator PRIOR to doing the work. The STUDENT who wishes to submit the hours is responsible for ensuring the service qualifies.
- Volunteering with the APA Summer Camp Program qualifies for SERV hours, so long as the student does not receive any type of compensation for the service and the service is not required as a part of being on a school team or part of a school program.
- Service on school grounds during school hours (or off-campus) does NOT qualify for SERV hours.
- Service on school grounds that is required as a part of membership in a school program does NOT qualify for SERV hours. Managing a team, serving as a team assistant, doing stats, etc. for a team does not qualify as SERV hours.
- Students will not earn SERV hours for volunteering as a coach/assistant of a team on which they are eligible to play. Varsity players will not earn SERV hours for helping with Junior Varsity.

Documentation

- Directions for documenting hours can be found under Track It Forward Directions & Rules.
- Students may not be recorded as supervisors of theirs or other student's service.
- **An organization official** must be recorded as supervisor of a child's service, **parents and other relatives may not be recorded as supervisor of** a child's service (if the parent is the official, another organization representative must be listed)
- SERV documentation is subject to the APA Honor Code