Revised July 27, 2026

Fort Bend ISD Academy Volunteer Guidelines

"The best way to find yourself is to lose yourself in the service of others." - Mahatma Gandhi.

The Academy Y.E.S. Program connects students with meaningful community service opportunities while fostering a lifelong commitment to serving others, a core value for our academy experience. Please review these guidelines carefully. All volunteer hours are subject to approval by the Y.E.S. Administrator. Contact your Y.E.S. Administrator with any questions.

- Students are required to complete 25 hours of community service per year until they reach a total of 100 community service hours by April 1st of their senior year.
- Y.E.S. forms must be submitted within six (6) months of the date the volunteer service was completed. Service hours submitted after six months will not be accepted for credit.
- Volunteer work must be performed for an IRS-registered 501(c)(3) nonprofit organization.
- Eligibility of the organization/activity is ultimately determined by the Y.E.S. program administrators.
- Service must be completed across a minimum of 4 organizations within the community.
- Any service done for your high school campus is considered as one organization.
- Service in other countries is not accepted.
- A maximum of 25 summer hours will receive credit toward the 100 hours.
- Students can claim a maximum of 8 hours within a 24-hour period for volunteering.
- Students are allowed and encouraged to get ahead by completing more than the required 25 hours per year, if they choose.
- Students can continue to submit Y.E.S. hours beyond the first 100 hours, but only 100 are required to receive their distinction at graduation.
- Students must submit a completed Academy Y.E.S. form along with a volunteer log (when applicable) signed by an authorized representative from the organization where the service was performed.
- Students will submit their forms ONLINE through Schoolinks. Submission instructions here.
- Students can see their total hours record in their Schoolinks account under Experience Tracking.
- It is the responsibility of the student to correctly complete all Y.E.S. forms, and to consult the Y.E.S. Administrators if he or she has any questions.
- Students who falsify hours may be removed from the Y.E.S. program.
- Academy students **MUST** use the current Academy Service form available here. Old forms and forms from other schools' Y.E.S. programs will not be accepted.
- Students are responsible to save their original Y.E.S. forms for their records.
- Tutoring hours must be under a structured program, such as schools or community centers. Tutoring time consists of actual instruction spent with the students. All YES forms must have a teacher's signature. Tutoring at learning centers (for-profit organizations) is not accepted.
- Students who are members of an organization/club/NHS/YIPS/youth program, volunteering is accepted as Y.E.S. hours only **after** they have met their program requirements. No double dipping is allowed. Hours beyond those required by the organization may count (with proof that requirements have been met).

Types of Volunteer Hours

Active Volunteer Hours (Preferred)
Direct interaction with people/animals served by the nonprofit. Examples: Working at food pantries, shelters, or community events, helping through formal volunteer programs.

Passive Volunteer Hours (Limit: 5 per school year)
No direct interaction with recipients. Examples include but are not limited to: Writing cards or notes, coloring bags, creating decorations or posters.

Acceptable Y.E.S. Hours

1. Volunteering at hospitals and nursing homes. Must provide documentation of volunteer program.
2. Volunteering for doctors that are providing a free service to the community.
3. Volunteering at an event for a non-profit entity that DOES NOT receive money for the event.
4. Volunteering through your religious affiliation to serve the broader community. Examples include but are not limited to working with your group at a food pantry or shelter, building a Habitat House, etc.
5. Volunteering within your religious organization. Examples include but are not limited to teaching/decorating for Vacation Religious School, Sunday School, Dharma/Dhamma, participate in the worship team, choir, play an instrument, operate the sound or tech equipment, etc. A maximum of 5 of your 25 hours per year can be credited. Up to 25 hours max for Mission Trips.
6. Helping teachers with decorating, organizing or cleaning throughout the year.
7. Babysitting for families with special needs children, teachers that need help during the beginning of the year or open house. You CANNOT receive payment for babysitting in these cases.
8. Tutoring through an organization. Must be done on campus during the designated tutorial hours. These hours cannot count for hours toward another volunteer program. No double dipping.
9. Performance-oriented community service. Only the performance time is credited, not the practice.
10. Volunteering for an event with a school club, organization, or team that does not have a volunteer program that you participate in. No double dipping.
11. Volunteering at Charity Walks/Events for Non-Profit entities.

Not Acceptable Y.E.S. Hours

1. Receiving money for volunteering.
2. Working an event for a non-profit entity that receives money for the event.
3. Service done during school hours, unless it is pre-approved by the Y.E.S. administrator.
4. Donations. We are no longer accepting service hours for donations, unless it is pre-approved.
5. Travel time to an event.
6. Service hours signed by a parent or another student.
7. Babysitting for family members.
8. Double dipping Y.E.S. hours with another organization's volunteer requirements.
9. Practice hours leading up to a voluntary performance at a community event.
10. Volunteering for political campaigns.
11. Tutoring or teaching on your own.
12. Virtual service is not accepted for Y.E.S. hours. This includes but is not limited to; online tutoring, creating tutoring videos, online music lessons, etc.
13. Internships. Internships are valuable as a method to gain experience in a field you may be interested in. However, internships do not qualify as a SERVICE activity.

Hours Limits Recap

Types of Hours	Hours Limits
Summer Hours	25 out of the 100 hours 25/100
Passive Hours	5 hours per school year 5/25
Within Your Religious Organization	5 hours per school year 5/25
Virtual Hours	Not accepted, unless preapproved

Volunteer Hours Due Dates

Y.E.S. forms must be submitted within six (6) months of the date the volunteer service was completed. Service hours submitted after six months will not be accepted for credit.

Grade Level	August 31st	January 31st
9th Grade	Not Applicable	12.5 hours
10th Grade	25 hours	37.5 hours
11th Grade	50 hours	62.5 hours
12th Grade	75 hours	87.5 hours *100 hours by April 1st

Note: *100 hours completed by April 1st of Senior Year

Pace yourself! You must stay up to date completing 25 hours per school year. Make sure that you are working throughout your high school experience.

Volunteer Hours Monitoring and Probation

- Y.E.S. Administrators will audit volunteer progress on a semester basis. In the event that a student fails to meet the service expectations, he/she will be placed on probation for one semester.
- Probation letters will be sent out twice a year to students who have not met the required benchmarks by the stated deadlines.
- Two consecutive semesters below the standard may result in dismissal from the Academy and return to the zoned campus at the end of the semester in which the second violation occurs.
- Y.E.S. Administrators review submitted hours periodically, not on a daily basis. Once students submit their hours, they should allow time for the review and approval process.
- Please refrain from emailing your Y.E.S. Administrator to request immediate validation, as hours will be approved in the order they are received.

Acknowledgment and Commitment to the Academy Y.E.S. Guidelines

By signing below, you acknowledge that you have read, understood, and agree to follow the Academy's Y.E.S. Guidelines.

Student Name: _____ **Student ID:** _____

Academy Name: _____ **Graduation Class:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

*Please submit this Acknowledgment form (page 3) in Schoolinks under: Experience Tracking, Volunteer Hours. Follow the Volunteer Hours Submission Instructions here.