

Dear Parents and Students,

As we close out the first semester of our school year, we want to clarify several things regarding our community service program. **It is important to keep in mind that the purpose of this program is to complete service hours that impact the community and assist the student to grow in charity. Students are encouraged to embrace the spirit of serving by finding agencies in the community that need their help!** The following policies will apply to all Upper School community service hours going forward:

- **Community service hours can only be earned by volunteering for a non-profit and/or charitable organization, an event sponsored by a non-profit or charitable organization, a nursing home or a hospital.** Students should check with an organization prior to beginning to ensure it is a 501 (c) (3) agency. If there is any doubt regarding the status of an organization students are encouraged, but not required, to gain approval from the Community Service Advisor.
- Hours must be completed on-site at the agency and under the supervision of an agency representative. Hours may not be completed at home on behalf of the agency without PRIOR approval from the Community Service Advisor.
- Volunteering your time for a private business, individual or political campaign will not be counted as community service toward your graduation requirement. If you have any question regarding the acceptability of community service you should seek approval from the Community Service Advisor PRIOR to the service.
- Supply drives (can food, money, etc.) done at school or through an agency cannot be counted for service hours. Nor can making a donation to an agency. However, if the student volunteers at the agency by sorting, packing or distributing donations, hours may be counted.
- The student may not be compensated in any way for the service performed.
- If a student is part of an organization performing service, he or she may count the service hours only if the organization does not receive any compensation(For example, service completed as a team or club/activity fundraiser are not counted).
- Completed Service Forms must be turned in to the Community Service Advisor within 2 weeks of the completion date of service and **MUST INCLUDE** the signature of a representative of the agency as well as contact information for verification. The only exception will be hours completed during the summer which must be submitted within the first two weeks of the beginning of the school year.

- Parents may not sign off on community service hours.
- Final determination of questionable service hours will be approved or disapproved by the Community Service Advisor and the Headmaster.

Any opportunities or ideas for service that are not covered in this document should not be assumed to be approved. It is recommended that students discuss ideas for opportunities for service with the Community Service Advisor prior to completing them.

As always, if there are any questions you have or issues that arise please feel free to contact me at jhammons@stlukesmobile.com or 251-666-2991 ext. 8142.