

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!

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.

The following policies will apply to all community service hours:

- 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.

**In addition to the above guidelines please note: .**

- Students must perform volunteer service on their own time. Service performed while classes are in session (with the exception of service performed by participants during their lunch period) may not be counted for awards.
- Students may not receive academic credit or be paid for service rendered.
- Service rendered as a prerequisite for employment will not be counted for awards.
- Attendance at self-improvement workshops or conferences will not count.
- Participation in performances, festivals or competitions does not count as volunteer service unless:
  - the performance meets an identified community service need and
  - there is no admission charge or donation accepted for the performance and
  - student participation is of a voluntary nature and
  - the performance does not promote the sponsoring organization and
  - neither the student organization nor the sponsoring organization receives any form of payment for the performance.
  - Rehearsal and practice time may never be counted for volunteer service hours.
- Fundraising, except for specifically approved non-profit charities, cannot be counted.
- Service performed for the student's own family or for profit-making organizations (except for hospitals and veterinary clinics) may not be counted for awards.
- Service performed as a result of disciplinary action cannot be counted.
- Participation in varsity or junior varsity athletics does not constitute volunteer service in this program.
- Attending meetings as part of a membership requirement cannot be counted.