

## OSCEOLA HIGH SCHOOL GUIDELINES FOR DOCUMENTING STUDENT COMMUNITY SERVICE HOURS

1. Community service must be performed at a not for profit organization/agency outside of regular school hours.
2. Volunteer hours are documented from July 1 through the last day of school each year.
3. All volunteer hours must be signed by a sponsor or they will not be counted on the transcript. Forms for recording hours may be picked up in the media center. *Students presenting a letter of service must also turn in an OHS student volunteer report form of dates, times and hours.* Hours must be listed as worked on a daily basis as performed. *(Please do not log as total sum of hours worked over an extended period of time.)*
4. **All** volunteer hours are to be **turned in to the media center by the tenth of the month following the student activity.** Hours completed in the summer must be turned in to the media center by September 10<sup>th</sup> of each year.
5. The media center will enter all completely documented hours into TERMS in December for seniors and in June for all students.
6. **Students are given a copy of their hours at the time they turn in their record forms. They must retain these forms for their personal records. The media center will not be able to provide copies at a later date.**

## BRIGHT FUTURES COMMUNITY SERVICE WHAT COUNTS, WHAT DOESN'T

1. Service may be volunteered to the school and/or the community.
2. Students must perform volunteer services on their own time, which can include the participant's lunch break.
3. Participation in performances and festivals counts if the following apply:
  - a. Volunteer service meets an identified community service need, and
  - b. There is no admission charge accepted for the performance, and
  - c. Student participation is of voluntary nature, and
  - d. The performance does not promote the sponsoring organization, and
  - e. Neither the student organization nor the sponsoring organization receives payment for the performance. If participation meets the above criteria, then partial rehearsal time may be counted. Performing hours may be matched with the same number of rehearsal hours. For example, a chorus member performs 1 hour at a nursing home and is given 2 hours of credit (1 hour for the performance and 1 hour for rehearsal).

- f. Band performances in community parades such as 4th of July, Veterans Day, Martin Luther King Day, will count; homecoming parades do not count.
4. Students may not be paid for service rendered.
  5. Volunteer service involving academic requirements for a class will not count.
  6. Service rendered, as a prerequisite for employment will not count.
  7. Attendance at self-improvement workshops, conferences, or competitions will not count as service.
  8. Fundraising for non-profit organizations or charities is acceptable.
  9. Service may not be performed for a student's family or for a profit-making organization, except for institutions like hospitals, nursing homes, or the humane society.
  12. Service performed as a result of disciplinary action taken by the school or courts cannot count.
  13. Volunteer work for the purpose of promoting a particular religious or political point of view or person cannot count as volunteer hours. For example, if your church youth group helps with the Special Olympics, those hours would count, but not time spent distributing flyers advertising a church revival. \*Vacation Bible School and working in the church nursery will be accepted.
  14. Participation in Varsity or Junior Varsity Athletics and regularly scheduled band and chorus performances does not constitute volunteer service under this program.
  15. Babysitting is not acceptable.
  16. The above criteria will not cover all circumstances. If a question exists regarding the acceptance of an activity for volunteer service, the student's counselor should approve the service prior to the student's participation. A good guideline would be to ask how the activity addresses the social problem that the student has identified to work on as a part of his/her community service plan.

**\*Some common activities, which do not count, include: acolyte, teaching Sunday school, altar server, lay reader, church choir and clerical work for religious, political, or profit making organizations.**