

* Community Service Record 2021-2022 * Dos Pueblos High School *

How to Record Your Community Service Hours

- [1] All volunteer hours turned into the **College & Career Center** must be recorded on this form. Any signatures obtained previously can be submitted with this form but all other information must be filled out.
- [2] All Students, grades 9-12, can submit volunteer hours anytime during the year, ideally when form is completely filled. 12th grade deadline for graduation eligibility is **the 1st Friday in May**. 9th-11th grade can submit hours up to the last Friday in May.
- [3] By signing this form you, the student, is stating that you are abiding by all the protocol, deadlines, guidelines and exceptions.

Deadlines

- To receive a high school diploma, a minimum of 60 hours (45 hours for Class of 2022, 2023, and 2024) must be completed and turned into the College & Career Center by the May Deadline.
- A minimum of 200 hours must be completed to receive the Community Service Excellence Award and turned into the College & Career Center by the May Deadline to be able to participate in the Senior Awards Ceremony.

Online Resources

- Go to dphs.sbunified.org—> Counseling—> Community Service Information

Guidelines

- It must be a safe activity directed by a **non-profit organization** (those with a 501(C)(3) tax-exempt I.D. number from the IRS).
- It must be a service for which you are not paid or otherwise given credit.
- The agency or organization may not profit monetarily from your service.
- Volunteer Activities which currently do not appear on the Pre-Approved Community Service Opportunities List require approval by a Community Service Coordinator or School Administrator.
- Community Service maximum hour-per-day guidelines shall be aligned with the CA labor laws specifying that a minor may not work (and receive credit) for more than 8 hours per day.
- Students may not receive community service credit for volunteer work in private homes due to safety and liability issues.
- A non-profit supervisor may not sign for hours performed by their own child.
- Workshops and trainings only qualify for community service credit if it directly leads to a community service activity.
- Hours will not be counted for transportation to and from a service event.

Exceptions

- School Theater, Band, Choir and Cheerleading Performances:** Assistance in theater, band, choir and cheerleading-related performances (not part of a cast or class for which credit is given) is limited to the performances, parades, or events, only, not the rehearsals. This applies even if the entire event is a nonprofit fundraiser.
- Animal Fostering:** Maximum of 5 hours/day may be counted for summer fostering and 3 hours/day when school is in session.
- School Clubs:** Service hours may be counted for a school club activity as long as it is not a fundraiser for that school club.
- Political Campaigns and Elections:** Working on a candidate's campaign; working for or against a proposition or ballot measure; working for a political party; or registration of voters does not qualify for community service credit. (There is a gray area regarding voter registration when not for a political party, i.e., "Rock the Vote". Guidance from the district will be sought regarding this issue). Students may assist the County Clerk Recorder in preparing for and tabulating results from an election.
- Church / Religious Organizations:** Students may not receive community service credit for church activities that are strictly of a religious nature, for example, teaching religious classes, proselytizing, active recruitment for a religion, serving as an altar person or communion helper. Although students can be a teacher's assistant or provide childcare during classes, services, or Vacation Bible School. Students may not receive credit for activities that are required for completion of confirmation classes (no double-dipping). Singing in the church choir does not count unless the performance is at an event open to the general public. The ideal volunteer situation in religious institutions is when students perform community outreach as part of a youth group service project (i.e., serving meals at Transition House; stocking shelves at the Unity Shoppe; beach clean-ups; United Way "Day of Caring". etc.)
- Teacher/Office Aides without units:** Students can receive community service as a campus teacher's or Office aide providing they are not receiving school credit or units. Service hours are to be maintained by the supervising teacher and student together.
- Scouts:** Scout members may not receive community service credit for their own Eagle Scout projects. They may, however, receive credit for hours in which they assist another Scout with his/her/their Eagle Scout project.

STUDENT INFORMATION

ID#: _____ Phone #: _____ Email: _____ Grad Year: **20** _____

Print Name: _____ Signature: _____

TOTAL SERVICE HOURS FOR ALL NON-PROFIT AGENCIES RECORDED ON THIS FORM

Total Hours : _____

ID#: _____

Print Name: _____

Grad Year: 20__

-----NON-PROFIT INFORMATION-----

Non-Profit Organization to Receive service: _____ Non-Profit Phone #: _____

Brief description of service to be performed: _____

Signed approval of ADMIN if organization NOT on pre-approved list (list found on school website): _____

COMPLETED AMOUNT OF HOURS FOR NON-PROFIT AGENCY : _____ DATE RANGE: ____/____/____ TO ____/____/____

Non-Profit Supervisor: Print Name _____ Title: _____ Signature: _____

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