

## Sample Service Requirement

In order to be eligible for graduation, students must successfully complete at least **120 hours** of community service by the end of their senior year, to be broken up by grade as follows:

Grade 9:	25 hours
Grade 10:	30 hours
Grade 11:	35 hours
Grade 12:	40 hours

During each academic year, at least 15 hours of the total number of hours for that grade must be devoted to one community agency/project (i.e. 15 of the 25 hours in Grade 9 must be carried out with the same agency; 25 out of 30 hours in Grade 10 must be carried out with the same agency). The remaining hours can be completed at the same or at different project sites. During a student's junior and senior years, at least 10 hours of service each year must have an international focus.

Service is to be performed during free periods of the school day, after school, on weekends, during school year vacations, or during the summer. Activities can take place on the school campus, in the local community, or at other national or international locations. Individuals can design their own projects or can participate in group projects organized by school clubs, religious organizations, or other service organizations (i.e. Boy or Girl Scouts, Habitat for Humanity, Salvation Army, etc).

All service must be **unpaid**, volunteer work. Any student that receives monetary compensation for his/her service hours will be required to donate that money to a local, national, or international charity. All service activities must be approved by the student's service advisor before the project has begun.

### DOCUMENTATION:

- I. Service Agreement – All students must signed the Service Agreement form and return it to their service advisor prior to starting each project.
- II. Volunteer Time Sheet – All students must keep of record of the dates and hours of their service. The sheet should be signed by the student's project supervisor and submitted to their service advisor upon completion of the project.
- III. Service Journal – All students must maintain a written weekly account of their activities that describes their volunteer activities, any thoughts on lessons learned, and any highlights for the week. The written work can be supplemented by pictures, artwork, or work in any other medium that can convey the service experience. Journals will be read by the student's service advisor, but will not be graded.

- IV. Student Feedback and Reflection Form – All students must provide feedback upon completion of their project and submit an essay answering the six reflection questions. Feedback will be used to evaluate the success of the service project and to identify areas for improvement. The reflection essays will be read and graded by the student’s service advisor.
- V. Project Supervisor Feedback and Evaluation Form – The student’s project supervisor must complete and return the form directly to the student or to the student’s service advisor. Feedback will be used to evaluate the success of the service project and to identify areas for improvement. Feedback on the student’s performance will be used in determining the student’s final grade.

#### GRADING:

The student’s service advisor will award a final grade of very good, satisfactory, or unsatisfactory, which will appear on the student’s final report card of the academic year, but will not be counted towards the student’s overall grade point average. The student will have completed the community service graduation requirement if he/she receives a grade of satisfactory or higher each academic year. Final grades will be based on:

- ✓ 10 % – Completion of all required hours
- ✓ 10 % – Submission of all required forms
- ✓ 30 % – Satisfactory completion of the Service Journal
- ✓ 40 % – Satisfactory completion of the Reflection Essay
- ✓ 10 % – Project supervisor’s comments on the student’s performance

*Please contact your service advisor for any questions on these guidelines, suggestions for project ideas, or for any other information or concerns related to the service graduation requirement.*