

Everything you wanted to know about . . .

COMMUNITY SERVICE

(White Cord)

READ THROUGH ENTIRE DOCUMENT CAREFULLY:

There are two types of service—community and volunteer. Read through this information so you know which cord you are working towards.

Community Service (WHITE CORD = 250 hours)

All students who accumulate at least **250** hours of community service by the deadline in the school year will be recognized with a white cord to wear at the graduation ceremony.

Where can you perform community service hours?

Community Service must be completed at a non-profit organization, agency, or institution. Students are required to find their own site to perform their hours, but many organizations contact us and those sites are posted in the window of the Career Center. Some of the most popular sites include schools, churches, hospitals, Boys and Girls Clubs, youth recreations, and homes for the elderly. Students may perform service during the summer, school year, weekends, and nights. Being a camp counselor for 6th grade camp counts as community service—see the Career Center for details. It is suggested that you verify your site with the Career Technician in the Career Center before you begin working—it would be unfortunate to find out that your site does not qualify as a ‘community service’ site AFTER you have already completed hours.

What are the requirements for community service to obtain the “WHITE CORD”?

- Students must keep accurate records of their service and provide the name and phone number of their adult supervisor.
- Participation in performances, festivals, or competitions does not count as volunteer service unless:
 - The performance meets an identified community service need, **and**
 - There is not an admission charge or donation accepted for the performance, **and**
 - Students 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 service hours.
- Service performed as a result of disciplinary action cannot be counted.
- Attendance at meetings as part of a membership requirement cannot be counted.
- Volunteer work done to promote a particular religious or political politician or point of view cannot be counted as volunteer hours.
- Students may not work at a site that is based out of a private residence.
- Volunteering in a family business or profit-making organization cannot be counted. (The exception would be volunteering in a medical clinic/hospital as this would be acceptable.
- Students may **not** work as a TA at AHS during the school day and receive community service credit.

Everything you wanted to know about . . .

VOLUNTEER SERVICE

(Career Pathway Cord)

Volunteer Service (CAREER PATHWAY CORD = 50 hours)

All students who accumulate **50** hours of volunteer service by the deadline in the school year will be recognized with a career pathway cord to wear at the graduation ceremony. The pathway cords are in the color of the pathway the student is in.

What is Volunteer Service?

Volunteer Service is donating your time (without pay) to assist in a business or organization. Volunteer Service may also be performed for any non-profit organization. The key thing to remember is that you cannot be paid for volunteer service. Working for your family, babysitting, doing odd jobs for the people in your neighborhood, and singing in the choir at church are examples of what is **not** considered volunteer service.

Where can you do volunteer service hours?

Ask various businesses if they need extra help. Make sure the business knows that you are asking to perform “Volunteer Service” as part of receiving special recognition at graduation, not because it was something ordered by the court system as a disciplinary action. (It is important that your potential site know that you are performing a service “above and beyond” the requirements for graduation and that you are doing something extra.) ROP students may use their ROP sites if their site supervisor gives permission, but the hours volunteered **must come after** their ROP hours are satisfied. Students will need to contact a site and ask ahead of time if they may perform volunteer service.

Important Things to Remember:

- If you are performing or planning to perform Volunteer Service and not quite sure if your volunteer site is acceptable, check with the Career Technician in the Career Center
- In order to receive a career pathway cord, you will need to complete **50** hours of volunteer service before the end of your senior year.
 - You will need a **new** contract and time sheet for **each** volunteer site you use.
 - As you complete work at each site, you will be responsible for turning in your paperwork to the “Completed Community Service” box in the Career Center.
 - Your volunteer service hours will be recorded on your transcript.

SPECIAL NOTE: If you are working towards a Community Service “White Cord” (250 hours), those hours will also count for your pathway hours.