

# San Leandro High School

## Service Hours Form Guidelines 2016-2017

The **PURPOSE** is to recognize students who engage in a high level (qualitatively and quantitatively) of service to the community, school, and other terms of service by earning the opportunity to wear a service cord during senior graduation. Seniors completing either 50, 100, or 150 + hours will receive a service cord and be honored at graduation.

### HOURS & Recognition

**For Seniors Only:** There are three levels of recognition for service cords: 50, 100, and 150+ hours of service completed in the 2015-2016 school year including the previous summer.

**All other grades:** ASB is still forming our Community Service Recognition for grades 9 - 11.

### GUIDELINES

Students or the organizations they represent may **NOT** receive profits, academic credit, or compensation in any form for service performed. Hours performed for any group or organization, which in the student profits financially from the service will not count. The following may **NOT** count toward service hours:

- School activities for organizations where you receive a **benefit or a grade**
- **Family** obligations (example- babysitting or caring for other family members)
- Duties performed in association with student's **employment**
- **Assisting teachers/administrators/staff** in completing any duties that are part of their contract obligation or enrichment (example- TA, grading papers, decorating/cleaning a teacher room, transporting supplies, etc.)
- **Tutoring** a friend (example- study groups, proofreading a friend's paper, studying for an exam).
- Participation in a **sports** program/team (example- practices, games, and fundraisers), support staff *may* be honored so be sure to record it. You will be notified.

*\*\*The overriding issue should be that the community service is done primarily to benefit others in the community at large with no financial gain to a group or individual and should be something out of the student's normal course of action.\*\**

The following **MAY** count toward service hours:

- Volunteer duties associated with a church or other community oriented non-profit organization (example: service clubs and mission trips)
- **Unpaid** internships (example: SLED, BLC, City of San Leandro, Pilot City) without academic credit
- Boy Scout/Girl Scout service hours
- Blood drives; both working them and giving blood (giving blood = 1 hour of service).
- Structured tutoring (such as adult education, literacy programs, citizenship programs, etc) if there is no financial compensation.
- All community service hours honored by PAL's, National Honor Society, Student Council, and other Service Clubs on and off campus, etc. may also be submitted for consideration for Service Cord Hours.

### RESTRICTIONS

- No more than **6 HOURS** per event . . .i.e. All day conference, competition, travel, performance, etc.
- Students are responsible for completing the Service Hours Record form neatly and completely.
- Forms that are incomplete or not legible will **NOT** be considered for awarding service hours.
- Forms will **NOT** be returned for correction, so it is important that students get detailed information when the service is completed.
- Final responsibility for maintenance of records resides with the participant.
- **When in doubt, record your activity!**

### DEADLINES

**DUE Quarterly for Recognition by 11/17/16, 01/18/17, 03/29/17**

FINAL School Year DEADLINE is **by May 17th, 2017**

**San Leandro High School  
Log Record of Service Hours Completed**

**DUE Quarterly for Recognition by 11/17/16, 01/18/17, 03/29/17**

FINAL DEADLINE for **by May 17th, 2017**

**Turn into the “Activities/ASB” Mailbox in the Principal’s Office**

NAME (First and Last): \_\_\_\_\_ ID: \_\_\_\_\_ Email: \_\_\_\_\_@slusd.us

<b>Date of Service</b>	<b>Hours Completed</b>	<b>Adult Name &amp; Email/Phone</b>	<b>Description of duties completed (BE SPECIFIC)</b>

**Attach Additional Forms as Needed**

TOTAL HOURS : \_\_\_\_\_ Signed: \_\_\_\_\_