COMMUNITY SERVICE GUIDELINES

VOLUNTEER HOURS – BASIC INFORMATION:
• All NHS members (Juniors and Seniors) must complete 50 hours (minimum) of community or school service hours.
• Community service hours must be completed between (for the school year) first day of school through the designated due date at the end of the school year (set at the August meeting).
• Community service hours earned at SCPHS, schools in the community, and/or non-profit organizations may be documented and used for this program as long as they meet the current NHS guidelines.

VOLUNTEER HOURS – LIMITATIONS:
• Community service hours recorded for helping individuals or families in the community must show documentation of the extenuating circumstances. You must have the Advisor approval before participating in these types of service activities.
• Participations in walk-a-thons, bike-a-thons, marathons, etc. to raise money for a non-profit organization will be limited to the time it took to complete the course (usually 2 service hours). You must pay the entry fee and complete the course. Volunteers count the hours they helped with the event.
• Individual projects such as sewing or collecting see your Advisor before reporting your hours.
• Student community service organizations (for example: Interact), may count only their community service hours.
• Student organizations that sponsor a non-profit project that is not a requirement/expectation of the organization may count those hours.
  ❖ Example: Student Council sponsoring can drives, etc.

VOLUNTEER HOURS – THAT DO NOT COUNT:
• Hours volunteered at businesses that are not non-profit organizations will not be accepted (some examples: doctor’s offices, sports gyms, sports teams, daycares)
• Students may not include hours for any activity for which pay is received.
• Students may not claim hours for baking food.
• Volunteer hours will not be accepted from immediate or extended family members. This includes working in the home or at the parent’s place of employment (or classroom), unless for a charity event.
• Fundraising activities for any SCPHS organization, where the student is a member, will not count.
  ❖ Exception: Students may count hours worked for any PTSO function or fundraiser. The monies earned by PTSO benefit the entire school population.
• No more than 12 hours per day may be counted.
• No more than 12 hours for a single type of service may be counted. (We want you to participate in varied types of community service.)
• No travel time may be included in the hour calculation.
• Students may not count hours worked for SCPHS student organizations or athletics program where they are a member. Students are expected to contribute time to the activities in which they choose to take part. If the student potentially benefits from the service OR if it is required/expected as part of the program, then the hours do not count toward NHS hours.

Examples of hours that do not qualify for NHS: (this is not an all-inclusive list)

❖ Fine Arts Examples: Band/Orchestra/Choir/Drama/Theater students may not count hours where they receive credit within their respective organization; members of a production (cast/crew/ushers) may not count hours for that production;
❖ Sports Examples: Basketball players coaching other younger players, keeping time during a game, or helping at camps; varsity players working JV games/events and vice-versa;
❖ Class Officers performing duties that are required of their position;
❖ Tutoring sessions not arranged through a teacher of SCPHS. We must have written verification from the teacher.

Any unique circumstances, which do not fall under these guidelines, may be discussed with your NHS Advisor prior to recording your hours.

HOURS DOCUMENTATION:
• All hours must be recorded on the SCPHS NHS Service Sheet;
• No more than one event date per service sheet;
• All sheets must be approved by either the President or Vice President of NHS and delivered to the NHS Secretary within 2 weeks of the date of the service;
• Organization – Provide the name of the non-profit or school organization which the hours took place (no acronyms!);
• Service Activity – What type of activity was it? (i.e., serving food, etc.)
• Summary of Activity – Describe in detail what work you performed at this activity (How did the community/school benefit from the project?; What did you learn about yourself while completing this project?);
• Contact Information – Provide verification name and phone number or name and email. Contact person must be provided and hours must be approved and verified by said person before your hours will be approved by NHS;
• Submit ALL service hours beyond NHS minimum requirements;
• FALL SERVICE HOURS (25 hours) MUST be submitted to the NHS Secretary by the first Tuesday after winter break (10 extra hours will be required if this expectation is not met on time);
• Only 20 of the required 50 hours can be served at SCPHS functions or fundraisers;
• All hours must be turned in by 5pm on the due date at the end of the year (decided on during the first membership meeting in August);
• Any late hours will not be approved for the current school year requirement.