

Community Service



Student Name _____

Start Date _____ Current Grade _____

Credit(s) Attempted _____ Hours needed for completion _____

Completion Date (all paperwork completed, hours & essay) _____

Updated October 2017

**Upon completion of the requirements for Community Service, submit this completed packet to
Your School Name and Address or Email**

The Rock Academy Community Service Policies

Community Service (CS) is required for high school graduation, and is highly recommended for life experience and scholarship eligibility. The goal of CS is to provide the vehicle for students to **raise their level of awareness of needs in their community and to make an impact by serving.** **ALL community service locations MUST be approved by YOUR SCHOOL administration before the hours will count toward a credit or Bright Futures.**

Total Hours

- 75 hours of CS can be documented to earn ½ high school credit.
- 150 hours of CS can be documented to earn 1 high school credit.
- **BRIGHT FUTURES Community Service hours MUST be those that are NOT counted toward a high school credit.**
- Community Service (CS) hours can be earned toward high school graduation beginning on the first day of 9th grade and accumulate toward high school through grade 12.
- Students younger than 9th grade are still encouraged to participate in Community Service even though the hours cannot be counted for high school credit. Letters outlining their service can be a part of their permanent school files and accompany their transcripts and the experience can be life changing
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SAMPLE Acceptable Areas of Service

‘In House’ Ministry High School Students can earn **up to 25 hours** (out of the 75 hours needed for a half credit) by serving in their local church or not-for-profit school as outlined below:

- children’s church—where specific teaching or organization is performed by the student
- cleaning,
- office work
- general service to church or school leadership or the ministry staff and/or building/grounds

Ministry High school students can earn up to 50 hours (out of the 75 needed for a half credit) by participating in church-organized activities that impact their community **outside** of their church walls as outlined below:

- youth group service projects-- environmental clean up, house/yard/help for needy people etc.
- church organized projects –specific repair, building, heavy cleanup, painting etc.
- mission trip—local or abroad where students serve with a recognized ministry or team providing a service to the local community—building, painting, construction, clean up etc.

Community Service High school students can earn up to 75 hours by volunteering as suggested below (this is not a complete list):

- food banks and feeding programs/soup kitchens—homeless shelters
- Habitat for Humanity and other recognized charitable organizations
- environmental projects/centers
- serving at a not-for-profit organization or event
- animal rescues and shelters
- hospital volunteers
- public school dividends or other tutoring/mentoring programs
- holiday related projects such as Toys-for-Tots, Angel Tree, Shoe Box Ministry etc.
- crisis centers
- **Working for a business and not receiving pay, does NOT qualify as Community Service.**

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YOUR SCHOOL has designed paper work in order to simplify, organize, and summarize the serving process over the 4 years of high school. We call this the ABC Service Log

Begin with Cover Page

- Fill out the information on the cover page. This cover page will be stapled to the front of your documentation upon the completion of all requirements (paperwork, hours and essay).
- This only needs to be filled out ONCE. You do NOT need to fill one out per service opportunity.

THE ABC Student Volunteer Service Log must be filled out for EACH different organization where service was provided

A—Identifying the Need and Making a Plan

- To help a student identify the importance of their service in context, they are required to identify the need in the community.
- After the need has been named, a brief summary of a plan must be written down.
- **EXAMPLE**

Community Need: There are hungry people in my community /city
My Plan to Meet the Need: I will serve at the Second Harvest Food Bank in Orlando to see that food gets to the people who need it.

B—Service Organization

- This section identifies the type of ministry/help/service that an organization provides for a community. This section must be filled out for EACH different organization that you volunteer with.
- List the official name of the organization or department where you will be serving.
- Name the person who will be directly supervising your work and include contact information. (email or phone)
- Write a brief description of the work you will be doing.
- **EXAMPLE**

Name of Agency or Department and Location Second Harvest Food Bank, Orlando , Florida
Volunteer Coordinator /Supervisor and Contact Information Pam Smith 407-555-5555
Brief Job Description I will be sorting donated items so that they can be packaged and sent out for distribution to the needy.

C—Record Hours of Service

- Keep an accurate log of the dates and hours you serve
- Have the Volunteer Coordinator or Supervisor initial the hours.
- Hours may be recorded on official letter head with an official signature of service supervisor.
- If the Coordinator/Supervisor is not available, contact SCHOOL office for further instructions for documentation.

FINAL ESSAY: At the completion of your hours, write a 300 word essay as a reflection on what it has meant to serve.

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ABC Student Volunteer Service Log

Make as many copies of this form as needed. Once must be filled out for each DIFFERENT organization where service was provided.

Part A Identifying the Need and Making a Plan

Community Need:
My plan to meet the need:

Part B Service Organization

Name of Agency/Department and Location:
Volunteer Coordinator/Supervisor and Contact Information:
Brief Job Description:

Part C Record of Hours

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