

COMMUNITY SERVICE GUIDELINES

2022-2023

Community Service is worth .5 credits. Students must complete 30 hours of service each year.

Due: May 1, 2023

1. All letters of service must be submitted to your **class sponsor on an official letterhead** or **emailed directly** from the organization.
 - a. A separate form should be completed for service performed at Central (see below).
2. Community service hours may be completed at multiple locations — official documentation/letters of service must be provided from each location.
3. Students must write an essay that outlines their experience. Essays must:
 - a. Be at least 3 paragraphs.
 - b. Include **summary of service, how it benefited the community, and what was learned.**
 - c. Be submitted via Google Classroom (you have been enrolled in a Google Classroom for your homeroom).

What qualifies as a community service activity?

- **Students cannot get paid.**
- Internships do not qualify as community service.
- **MAY NOT** be performed for family members or for profit-making organizations.
- Must be completed at a **NON-PROFIT** organization. Hair salons, doctors' offices, physical therapy facilities, and most daycare centers are **FOR PROFIT** businesses and are unacceptable.
- Service performed with a club outside of school hours is acceptable.
- Service for Central must be completed before/after school or during lunch periods.
- Service performed at faith-based organizations (churches, synagogues, mosques) is acceptable as long as the activities are **NOT** religious. Activities performed at an after school program housed in a church are acceptable, but assisting in a worship service or Bible Study is not.
- Campaigning for a political party/candidate or working for an elected official is unacceptable. **Non-partisan** organizations, such as The Committee for Seventy, are acceptable.

Popular sites/locations for service:

- Hospitals/Nursing Homes (verified volunteer programs — these are the only non-profit institution allowed to give service)
- Libraries
- Schools (tutoring programs, etc) — not daycares unless daycare is a **NON-PROFIT**
- Animal Shelters
- Museums
- Thrift Stores run by Nonprofits
- Chartered Community Organizations (certain rec leagues, community programs, athletic leagues are actual non-profit recognized organizations and can be used for service)
- Recycling Club
- Orientation Leaders
- Teacher Aides (must be approved by sponsor)
- Tutoring at Central must be organized through National Honor Society, Writing Center, or via the Department Chairperson
- <http://volunteer.phila.gov/>
- <http://www.volunteermatch.org/>
- <http://www.dosomething.org/>

GRADING: Pass (A)/Fail (F). Number grade reflects completion of requirements and does not reflect number on the report card.

ACADEMIC INTEGRITY: Disciplinary action will occur for any student who has submitted forged or false documentation. No academic credit will be given for service and the matter will be handled in a manner consistent with School District of Philadelphia guidelines and Central High School's Academic Integrity Policy. **HOURS WILL BE VERIFIED.** IF YOU HAVE ANY QUESTIONS, PLEASE SEE YOUR SPONSOR.



CENTRAL HIGH SCHOOL

SCHOOL DISTRICT OF PHILADELPHIA

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Kate Davis, President
Theresa Harrington, Asst Principal
Tracy Scott, Asst Principal
Aviva Snyder, Asst Principal
James Brooks, Asst Principal

Homeroom: _____ - _____

COMMUNITY SERVICE PERFORMED AT CENTRAL HS

I, _____ will be performing community service at Central High School. I understand this service must be performed **outside of school hours or during lunch**. This service must result in no other benefits (varsity status, extra credit, fulfillment of a grade/project requirement for a specific class, etc.) I understand all service time must be signed off by the teacher under which I served. I must serve at least 5 hours per club/teacher. My sponsor has the final say in what hours count. I understand this document must be turned in to my sponsor before the deadline.

Student Signature

Parent/Guardian Signature

NAME of club/activity	Number of Hours	Teacher Signature	Description of Service