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.
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

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<thead>
<tr>
<th>NAME of club/activity</th>
<th>Number of Hours</th>
<th>Teacher Signature</th>
<th>Description of Service</th>
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