

SOUTH PASADENA HIGH SCHOOL

COMMUNITY SERVICE REQUIREMENT AND FAQ

In addition to being a graduation requirement, community service is an opportunity for students to positively affect the community and to begin changing tomorrow's world, today. Not only are these services beneficial to the community, they also provide invaluable experiences for our students.

To qualify for graduation, students are required to complete the **minimum 45 hours** of community service by early May of their senior year. Any student who enters SPHS during his/her junior or senior year is required to complete the **minimum 22 hours (pro-rated)** of community service. The requirement will be **waived** for senior students entering SPHS at the **beginning of the second semester of their senior year.**

It is the student's responsibility to complete required community service hours.

Hours are to be earned working with a **charitable** or **non-profit** organization. **Examples:** The Humane Society, public schools, tutoring programs, church, working on a Rose Parade Float, etc.

On occasion students will be allowed to volunteer with **for-profit** organizations. However, Student Services must approve such opportunities before the student participates. **Examples:** Doctor's/lawyer's office, parent or relative's business, working on a Christmas tree lot, etc.

Community Service opportunities and signups are announced frequently in the daily bulletin, and you may always get assistance at Student Services.

Students shall obtain a **Community Service Log Sheet**, which can be downloaded from the Student Services page on the SPHS website @ <http://sphs.spusd.net/> or can be picked up from Student Services, Counseling Career Center, or at the Main Office.

Students may sign-up for an organization that has advertised an opportunity in the daily bulletin; contact their Counselor or Assistant Principal of Student Services to discuss any alternative options that may benefit the student's overall educational goals and objectives. Then, initiate a community service plan.

Once the student has made contact or signup with an organization, he/she shall agree and establish the hours and the type of volunteer work to be performed with a supervisor or designee of the organization. Dates of service and hours completed shall be recorded on the Community Service Log Sheet and the Supervisor/Designee name and signature are required along with a contact phone number to be used for verification. The student is to return the Community Service Log Sheet to Student Services as soon as possible after the volunteer service and hours are completed. This will allow for proper crediting of hours. The student should keep copies of the log sheets for his/her record. A separate log sheet is required for each organization for which volunteer service is performed.

Important Reminders:

- Community Service is a graduation requirement.
- **BE SURE!** If you are not absolutely sure that your planned volunteer activities will be approved, clear them with your Counselor or Student Services before you start. Spare yourself the disappointment of discovering that your hours were for naught.
- Tutoring for community service credit must take place on a school campus or with an organization that has been approved by the Student Services Office.
- Personal services such as babysitting, mowing lawns, etc. will not be given credit.
- Dress appropriately--in accordance with school policy and the place at which you volunteer.
- **BE SAFE!** Use good judgment while performing your duties with these organizations (i.e. choose safe hours in which to work, follow appropriate safety measures, work with a partner when possible, etc.)
- Don't wait until the last minute to earn your hours. Your last semester of your senior year will be filled with numerous projects and class activities. You may not have the time to earn hours then.

Frequently Asked Questions

Q. What benefit is there in exceeding the required number of community service hours?

A. You improve your odds of getting into the college of your choice. You will also be better qualified for scholarships (i.e. National Charity League, Kiwanis, Rotary). Most importantly, you will have the satisfaction of knowing that you made a difference.

Q. How do I record hours I have earned?

A. Dates of service and hours completed are recorded on the Community Service Log Sheet. Take a log sheet with you when participating in a service project and have it signed by the adult supervisor. Be sure to make a copy of it for your own files before you turn it in.

Q. If I don't complete this requirement by the end of my senior year, what happens?

A. It's simple; you don't graduate, no graduation ceremony, no diploma. This is a requirement for graduation.

Q. I have a family member, friend, or acquaintance . . .whom has a business and I help there for free. Will this count?

A. No, in order to earn community service credit, you must earn your hours with a charitable or non-profit organization. If you help out for free at a business (i.e. a for-profit venture), you are replacing paid labor, and this is not a community service.