



Harmony School System (HSS) COMMUNITY SERVICE GUIDELINES 2014-2015



This document is intended to provide HSS students with information needed to successfully complete the community service requirements for the 2014-2015 school year.

Information about what qualifies as a community service activity:

- ❖ Students cannot get paid for the work, nor can they fill a position that would normally be a paid position.
- ❖ Service MAY NOT be performed for family members or for profit making organizations.
- ❖ Community service must be completed at a non-profit organization; therefore students should ask the organization or business if they are non-profit prior to performing activities. The term “non-profit” does not relate to whether or not the student is paid for the activities performed. As a general rule, activities performed at places like libraries, schools, Meals on Wheels, hospices, Habitat for Humanity and faith-based organizations are acceptable. Please keep in mind that hair salons, barber shops, martial arts studios, doctors’ offices and physical therapy facilities are FOR PROFIT businesses and therefore unacceptable, even if you volunteer to help in them. It is the responsibility of the student to make sure that the hours are properly logged in by the organization.
- ❖ Membership in a service club or organization does not constitute service. However, if the club performs service activities in the community or school beyond club meeting times, this can be counted as service.
- ❖ Service may NOT be performed during the school day except during a student’s lunch period. Service must be performed during the students’ own time (before/after school and/or weekends).

Exceptions: Activities performed at faith-based organizations such as churches, synagogues or mosques will be counted towards the community service requirement as long as the activities are NOT religious in nature. For example, activities performed at an after school program housed in a church will count, but assisting in a worship service or Bible Study does not count.

Record Keeping: It is the responsibility of the student to make sure that the hours are properly logged by the organization. Students will turn in the service letters to the College advisor office. Letters that describe service performed must be on official letterhead produced by the organization. Letters must include the organization’s official work phone numbers only; cell phone numbers are not acceptable. Community service letters cannot be written on behalf of a family member or relative. Certificates are not acceptable as proof of service performed.

Academic Dishonesty: Disciplinary action will occur for any student who has submitted forged or false documentation for community service. The student will not receive credit for the service and the matter will be handled in a manner consistent with HSA Student handbook.

Please understand that community service is a graduation requirement. Harmony Science Academy requests the substantial number of one hundred hour community service for a diploma.

IF YOU ARE NOT CERTAIN WHETHER OR NOT AN ACTIVITY WILL COUNT, please contact to your College Advisor.



COMMUNITY SERVICE LOG SHEET (Complete Back Side)

Last name _____ First name _____ Graduation Year: _____

Date	Hours	Non Profit Agency Name	Agency Phone Number	Supervisor's Name (please print)	Supervisor's Signature

Make sure that this form clearly states the non-profit agency, contact person, and phone number so that its non-profit status and your service hours can be verified. Incomplete forms will be rejected. (Keep a copy of this form for your records.)

THIS SECTION TO BE FILLED OUT BY YOUR COMMUNITY SERVICE SUPERVISOR:

Non-Profit Agency _____ Supervisor's name (please print) _____

Please provide a brief description of the volunteer's responsibilities:

Signature _____

Non-Profit Agency _____ Supervisor's name (please print) _____

Please provide a brief description of the volunteer's responsibilities:

Signature _____

Non-Profit Agency _____ Supervisor's name (please print) _____

Please provide a brief description of the volunteer's responsibilities:

Signature _____

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