

# Community Service Hours Guidelines and Procedures

## Southwest Miami High School

Community service is a Social Studies requirement, as well as a graduation requirement, for all students. Each student must complete a minimum of twenty (20) community service hours over the length of his/her high school career to receive a high school diploma.

Southwest Miami High School encourages all students to actively pursue service to both school and community in a consistent, responsible and exemplary fashion. Service performed and verified will qualify all students for the following recognition at the time of graduation, seventy-five (75) hours of community service are required for Bright Futures Scholarship, while a minimum of four hundred (400) hours of community service is required for earning a Silver Cord.

As per district definition, “community service projects are well-planned, organized and voluntary efforts designed to address a specific need in the community. Such projects may take the form of school-site service, group community service, or individual community service.” To be validated for credit as community service, the district reminds all students “that all community service projects be complete during a student’s non-instructional time and that no compensation be awarded.”

To assist all students in successfully completing their community service requirements, as well as to enable them to remain in compliance with School Board Rule 6Gx13 – 1B-1.08 and other applicable Board rules, Southwest Miami High School provides the following guidelines and procedures:

1. All community service hours must be recorded on the Community Service Log. Each entry must be completed noting the date, time in, time out, location and supervisor’s name and signature signed in blue ink only for each activity. **A student may be required upon request (Social Studies Teacher) to submit a letter on letterhead from their community service organization for verification purposes. It is your responsibility to retain copies of all documents submitted for your records, as originals will not be returned.**
2. Community service hours may NOT be performed for a student’s family or a for-profit organization, except for hospital and veterinary clinics. **Non-profit organizations are organizations that do not receive profits (revenue) for the services that they provide.** If you are not sure if the organization is an acceptable place to fulfill your community service requirement you must ask your Social Studies Teacher **before** performing service.
3. Students cannot receive academic credit, salary, or any other money for services rendered.
4. Students may not receive community services hours for donations, participation in club activities, games, practice, rehearsals, competitions and performances in school related events.
5. Student assistance to teachers is limited to fifty (50) hours per year, including blood drives. Students may use a combination of teachers to acquire a total of (50) hours. They may not use multiple teachers and receive (50) hours from each teacher. This includes teachers within Southwest and other neighboring schools. After-school care, summer camp programs, and club/team community service are limited to fifty (50) hours per year.
6. Fundraising, except for non-profit charities, do not count for community service.
7. Services rendered for any kind of disciplinary action do not count for community service.
8. All community service hours can be used for Silver Knight Awards, Florida Scholar, Diploma of Distinction, and, obviously, the graduation requirement.

**Seniors must have all community service hours completed and turned in no later than January 15<sup>th</sup> of their senior year. Seniors for the class of 2005 and beyond will not be allowed to purchase Grad Nite tickets if they have not met their twenty (20) hours of community service hours required for graduation. All other students must have their community service hours turned in no later than April 15<sup>th</sup>. Beginning Fall 2004, community service hours will only be accepted for the year that the hours were performed. With the exception of tenth-grade students not enrolled in a Social Studies class, who will turn in their records directly to Mr. K. Nadaskay by April 15<sup>th</sup> in Portable 177, all completed community service records must be turned in to the student’s social studies teacher.**

**Please see reverse side, fill out completely and legibly. You must submit the original copy.**

