

## Community Service and Service Learning Guidelines

### Activities that qualify for service credit:

- Must demonstrate volunteer, non-paid service which provides a benefit to an educational institution, non-profit organization, an individual in need, or the community as a whole.
  - Hours will be approved for service only, not for donations, such as contributions of funds or other items unless prior approval is granted by the MERIT Coordinator or Service Learning Coordinator.
  - Students will not receive credit for hours worked at camps, classes, or any organizations that charge a fee or tuition.
  - School activities can meet requirements if they promote the general welfare of the entire school and are performed outside of school hours.
- Must be performed outside of the traditional school day (i.e. 8AM-3PM).
- Cannot be tied to compensation in any form - money, discounts, grades, privileges, etc.
- Can include nonpartisan political activities but cannot promote a specific candidate or party or be associated with a specific political agenda.
- Can be faith-based, as long as they benefit the external community and are not performed in conjunction with any worship service or religious activity. For example, volunteering with a church-run food bank would qualify for service credit, but volunteering in the church choir would not.

### Activities that qualify for service credit **MUST NOT**:

- be self-serving for the student or the student's immediate family member.
- be tied to a class requirement or assignment or general expectations of being a member of a specific club or sports team.

### Specific considerations for Service Learning (not regular Community Service):

- Activities that involve studying or advocating for important community needs, as long as they lead to formal recommendations for action and the student remains involved.
- Students who support non-profit fundraisers by volunteering behind the scenes (planning and organizing) may receive SL credit.
- Prior approval from the SL Coordinator is recommended.

### Procedures for documentation

Students must fill out the **Service Learning and Community Service Documentation Form** and obtain the signature of the non-related adult who supervised the activity. Be sure all parts of the form are filled out and signed. No more than 8 hours per day will be credited, and for hours that occur over multiple days, the daily log must be included. Bundled hours are not accepted. No more than 25 hours from any particular summer, and no more than 8 hours per day, will be accepted.

When the form(s) are filled out, students should scan and upload into the Google form linked on the service learning website. The SL Coordinator or MERIT Coordinator can assist if needed.