



C.I.S.D. Success Scholars Community Service Program

Share Your Time...Serve Your Community...Shape The Future...

Coordinated by
The Community Service Board
CSHS/CHS Guidance Counselors

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ser·vice \ 'sər-vəs \ n:
the act of serving:
as a helpful act:
a good turn

1.

What is the C.I.S.D. Success Scholars Community Service Program?

The Community Service Program is an integral component of the Success Scholars Program. The program is a way to encourage ninth through twelfth grade students to take a challenging high school curriculum and perform 100 hours of **approved community service**. As explained in the CHS / CSHS Course Description booklet, the Success Scholars program challenges students in their course selections and requires them to maintain a C average or better. Those students meeting these requirements will be recognized as Success Scholars upon graduation.

2.

Who should participate in the program?

Students who want to graduate as Success Scholars are encouraged to participate. All students - whether striving to be a Success Scholar or not - are encouraged to complete community service hours for personal satisfaction, community service recognition, and to meet many college admission requirements.

3.

Generally how does the process work?

1. Pick up a yellow community service log card in the Guidance Office.
2. Contact a non-profit organization (also known as a 501(c)3 organization) to introduce yourself and arrange for an interview/orientation, if required. (If you do not know if the organization is approved, contact the Guidance Office or Community Service Board member BEFORE you volunteer.)

IMPORTANT!!!!

Volunteer work is just like a paid job. Dress appropriately and be on time.

3. Make sure you ask your supervisor to sign your card each time you volunteer.
4. Make a copy of your completed card for your records. Return the completed card to the Community Service box in the Guidance Office. Pick up another card, if needed.
5. The Community Service Board meets the first Monday of each month (unless a school holiday falls on that date) during the school year to review and log all approved hours. If there is a question about your hours after they are reviewed, a board member will contact you.
6. Approved hours are posted monthly on the Community Service bulletin board located outside the main administration office in each high school.
7. Students with 40 hours or more per year will be recognized at the end of the school year.
8. Graduating students who have completed the 100 hours of community service and qualify as Success Scholars will be recognized with a special ribbon for their graduation robes.

4.

What types of service will qualify as community service?

Only those hours performed by a student WITHOUT COMPENSATION with an APPROVED NON-PROFIT 501(c)3 organization will qualify for community service approval.

There is an almost endless list of volunteer opportunities for students. Organizations such as the American Red Cross, Special Olympics, Keep Southlake Beautiful, and the CISD PTSOs are always looking for volunteers. Church-sponsored activities addressing physical needs such as collecting clothing and blankets, building projects, etc., may be included while religion-based activities, such as teaching Bible school, may not. A partial list of approved organizations can be found at the end of this handbook.

5.

When can a student start recording community service hours?

Students may begin accruing community service hours the summer after the eighth grade.

6.

Can a transfer student participate in the program?

A transfer student may participate in the Success Scholars Community Service program. The 100 required community service hours (along with academic requirements) will be pro-rated based on the year the student becomes a student in the district as follows: sophomore year – 75 hours required; junior year – 50 hours required; senior year – 25 hours required.

7.

How often should hours be turned in for credit?

Students keep track of their hours on a yellow community service log card available in the Guidance Office of each high school. Hours should be recorded and signed by the volunteer supervisor each time the student volunteers. Service hours totaling more than 10 hours per school day need to be itemized on a separate sheet.

NOTE: *One exception is a mission trip. If the church coordinator / sponsor signs off the total number of hours for the mission trip, itemization is not required. Mission trip sleep times and religious prayer times do not count toward the total hours.*

It is advised that the students turn in accumulated hours as often as possible to the Guidance Office and that students keep copies of their logs for college applications. Students will be informed of yearly spring deadlines for end of the year recognition.

8.

When do the 100 hours of community service need to be completed?

To be counted toward the graduation honors, hours must be turned in by April of the year the student graduates. The specific date will be communicated in the "Dragon Connection," the school newsletter and posted on the Community Service bulletin boards.

9.

Who can a student call if there is a question about posted community service hours?

Hours are posted monthly on the Community Bulletin boards in each high school. If you feel the hours posted are incorrect, contact a Community Service Board member. The phone numbers for the board members are available in the Guidance Offices.

10.

Do activities need to be pre-approved?

Established 501(c)3 organizations need no pre-approval. However if the student doesn't know whether or not the intended organization has a 501(c)3 status, she should check with the CSB prior to volunteering to assure approval. Board member names and phone numbers are available in the Guidance Office and on the Community Service bulletin boards located outside the main administration office in each high school. There is an approval process the student can initiate to seek approval for an organization. If the organization has not been pre-approved, a student may count hours only if and after the organization receives approval as a community service site.

11.

What is the process for receiving approval for an organization if you are unsure that it has an approved 501c3 status?

Remember: an organization must have 501(c)3 nonprofit status to qualify as an approved community service site.

NOTE: *Performing a random act of kindness – such as babysitting for a family who has had a crisis – does not count as community service hours.*

If you are unsure if an organization has 501(c)3 status, there are two methods for acquiring approval:

1. *Student Initiated* – **Before** a student performs community service at an organization that may need approval, the student completes her/his portion of the blue Pre-Approval form which is available in the Guidance Office. There is information required from the sponsor of the organization as well. Once completed, the form is submitted to the Community Service Board for approval and the form is returned to the student for logging the hours.
2. *Organization Initiated* – A representative from an organization may also complete and submit the Pre-approval Form to the Community Service Board for approval of service activities in which students are asked to participate.

12.

Can a student appeal a disallowed activity?

A student may request an appeal hearing before the Community Service Board. The student will be given the opportunity to discuss the merits of the appeal. The decision of the Board following that hearing is final.

13.

What are examples of community service that count /do not count toward your hours?

COUNTS

All non-profit organizations (G.R.A.C.E., churches, schools, City of Southlake, etc.)

DOES NOT COUNT

Babysitting your neighbor's child for free; working for a doctor's office without pay

COUNTS

Hours earned the summer after 8th grade

DOES NOT COUNT

Hours earned K-8th grades

COUNTS

Hour for hour volunteer time

DOES NOT COUNT

Double hours promised by sponsors

COUNTS

Church support related activities - (babysitting, mission trips, music ministry, etc.)

DOES NOT COUNT

Teaching religion

COUNTS

Volunteering outside the student's scheduled school day

DOES NOT COUNT

Helping the teacher during class time; volunteer time that is part of the course requirement

COUNTS

Teen Court – youth volunteer

DOES NOT COUNT

Teen Court – time served for breaking the law

COUNTS

Volunteering time for fundraiser for charity

DOES NOT COUNT

Volunteering time for band function that earns you money for a future band trip

COUNTS

Volunteering time to help in any non-family member's political campaign

DOES NOT COUNT

Volunteering time to help your Mom or Dad or other family member run for office

COUNTS

Tutoring through National Honor Society or by teacher referral

DOES NOT COUNT

Tutoring your neighbor or friends because they asked for help

COUNTS

Volunteer training orientations

DOES NOT COUNT

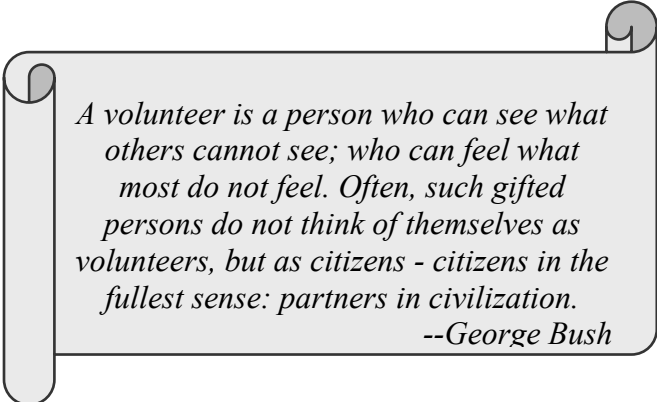
Leadership training/programs

14.

Why volunteer in your community?

There are many reasons to volunteer. These are just a few.....

- ★ Through volunteer service, people can strengthen and improve the quality of life within their communities and help themselves and others to live happier, healthier and more productive lives.
- ★ Individual volunteering is beneficial because it helps build self-esteem, passes on social values and instills the responsibility of volunteering as a personal commitment by giving back to the community through service.
- ★ Community service hours can be used for college applications and work applications.
- ★ Volunteer work can introduce you to a future career and give you valuable experience and insight.



A volunteer is a person who can see what others cannot see; who can feel what most do not feel. Often, such gifted persons do not think of themselves as volunteers, but as citizens - citizens in the fullest sense: partners in civilization.

--George Bush

15.

What is expected of you as a volunteer by the organization?

- ★ To be reliable to your commitment
- ★ To work within the guidelines and standards of the agency
- ★ To accept and follow directions of the agency staff
- ★ To make sure you understand the directions given to you and seek clarification, if needed
- ★ To actively perform tasks to the best of your ability
- ★ To provide feedback to the agency staff
- ★ To report any problems to the agency staff

16.

What should you expect from the organization as a volunteer?

- ★ To be advised of the agency's standards, guidelines, and expectations
- ★ To be given meaningful assignments
- ★ To be given a clear statement of tasks to be performed
- ★ To be informed of organizational policies and procedures
- ★ To be given effective supervision
- ★ To be recognized for work performed

17.

What are some of the already-approved community organizations?

Agape / Slab

Soup kitchens, shelter, blanket drives

Arts Council of N.E. Tarrant County

Christmas is for Children

Church activities

Non-religious in nature, e.g. building churches or homes, blankets for homeless shelters, upkeep of building, general office work, visiting nursing home residents, mission trips

City of Southlake

Parks & Recreation, office work

Coaching

Organized school and association sports teams

Crisis Pregnancy Center

Repair donated items, maintenance

G.R.A.C.E.

Sorting clothes, canned food drives

Habitat for Humanity

Carpentry, repair of houses

Grapevine Senior Center

Health Organizations

American Cancer Society, American Heart Association, etc.

Hospitals

Youth volunteer programs such as candy-strippers

Keep Southlake Beautiful

Organized trash pickups

Keller Senior Center

Libraries

Shelving, check out books, summer reading programs for children

Metroport Meals on Wheels

Delivering meals, volunteering at fundraisers

Political campaigns

(Excluding relatives' campaigns) stuffing envelopes, phone banks, distributing signs

Public Television

PTSO

Project Graduation, first day packets, craft fair

Schools (Must be done outside of school day)

moving furniture and supplies, manning booths for open house, assisting teachers, tutoring through National Honor Society or teacher referral

Scouting

Eagle Scout programs, assisting pack leaders, helping at summer camps

Second Glance Resale Store

Clerk, sorting clothes

Southlake Sister Cities

Southlake Youth Action Commission

Southlake Senior Center

Meals on Wheels, senior center events

Tarrant County Food Bank

Fundraisers, food drives

Teen Court (Excluding mandated service for redress/recompense)

juror, bailiff, attorneys

Women's Clubs and Community Organizations Including:

Altrusa

Greater Southlake Women's Club

Lion's Club

Rotary Club

Southlake Women's Club

Southlake Newcomers Club

COMMUNITY SERVICE BOARD

MISSION STATEMENT

The C.I.S.D. Community Service Board – comprised of parent volunteers - was established to review community service hours as performed by CISD ninth through twelfth grade students in order to qualify for the Success Scholars Program (as defined in the CHS / CSHS Course description book).

PURPOSE

The Board serves as a liaison between students and parents, community service agencies, and the CISD Board of Trustees.



Students volunteering for Christmas is For Children

No act of kindness, no matter how small, is ever wasted...

-- Aesop



S.Y.A.C. Members helping at a Ronald McDonald House fundraiser

I don't know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who have sought and found how to serve.

--Albert Schweitzer

Still Have More Questions? Call...

**CHS Guidance Office - 817.949.5620 · CSHS Guidance Office - 817.949.5813
Community Service Board Member - names and phone numbers available in the
Guidance Offices**