

Community Service Guidelines and Policies

Revised 8/17/22

A. Community Service Hour Requirement

- a. Before graduation, students must complete at least 100 hours of community service as validated by the Associate Chaplain for Spiritual Life and Service (hereafter, "Service Coordinator"; i.e., Father Chris).
- b. Students may begin earning hours following the completion of 8th grade, which is defined as the first day following the end of Semester 2 Exams.
- c. Students who have not satisfied this requirement by the end of the first semester of their senior year will lose access to senior privileges. Senior privileges may be reinstated upon satisfying the requirement.
- d. Students who transfer to Episcopal during grades 10-12 may apply for a waiver for the 100-hour requirement. (Students who enroll at Episcopal in grade 9 are not considered "transfer students" for community service purposes.) Any transfer student wishing to apply for a waiver must first meet with the Service Coordinator to establish an alternative goal and plan for fulfilling the community service aspect of the Episcopal experience.

B. Process for Recording Service Hours

- a. Service hours are recorded and approved through the Helper Helper system. This system may be accessed at www.helperhelper.com or through the Helper Helper app.
- b. The "Coordinator" for service activities (i.e., the contact person for approval purposes through Helper Helper) must be an unrelated supervising adult. This means that:
 - i. Family members may not fulfill the role of coordinator for their own student relatives.
 - ii. Current students may not fulfill the role of coordinator even if they host or lead a service activity (e.g., an Eagle Scout project or a student group activity).
 - iii. Any exceptions to this policy must be expressly granted by the Service Coordinator.

C. General Policies

- a. Hours must reflect the actual time spent in active volunteer service. "Double hours" for a volunteer activity are not permitted even if a community organization offers such a deal as an incentive for participation.
- b. Students must perform volunteer services on their own time, which may include the student's lunch break and free period.
- c. Students may not be paid for services rendered.
- d. Students may earn hours for volunteering at fundraising events and programs for non-profit and charitable organizations.
- e. Volunteer activities must be associated with a qualifying organization such as, but not limited to, the ones listed on [this spreadsheet](#). This means that good deeds performed for neighbors and other acquaintances, for example, do not qualify as community service. If there is any question about whether an organization or activity qualifies as community services, the student should contact the Service Coordinator.

D. Performances or Festivals — Participation in performances or festivals counts if the following apply:

- a. Volunteer service meets an identified community service need, and
- b. There is no admission charge accepted for the performance, and
- c. Student participation is of voluntary nature, and

- d. The performance does not promote the sponsoring organization, and
- e. Neither the student organization nor the sponsoring organization receives payment for the performance.
- f. If participation meets the above criteria, then partial rehearsal time may be counted. Performing hours may be matched with the same number of rehearsal hours. For example, a chorus member performs 1 hour at a nursing home and is given 2 hours of credit (1 hour for the performance and 1 hour for rehearsal).

E. **Mission Trips and Overnight Camps** — Students may earn up to 10 hours per day for these activities. Hours should be calculated to accurately reflect the actual time spent in active volunteer service. **Travel time may *not* count toward service hours.** Any exceptions to this policy must be granted by express permission of the Service Coordinator.

F. **Foster Pet Care** — Students who foster pets may earn up to 2 hours per day in which they cared for one or more pets. For example, a student who fosters 9 kittens for 12 days may earn 24 total hours of community service ($[\text{number of days}] \times 2 = \text{maximum hours possible}$).

G. **Invalid Volunteer Activities** — Volunteer activities that do **not** count include:

- a. Service performed as a result of disciplinary action taken by the school or courts
- b. Service performed for a student's own family
- c. Service performed for individuals (e.g., mowing a neighbor's lawn, house sitting, pet sitting, or babysitting)
- d. **Student group meetings**
 - i. Any student group or club wishing to receive or grant hours for participating in an active service project as a part of their group activities must first receive express permission from the Student Group Coordinator (i.e., Reverend Farmer) or the Service Coordinator.
- e. **Receiving hours in exchange for completing a non-time-based task**
 - i. For example, students may not earn hours in exchange for buying a T-shirt, raffle ticket, etc. Even if done on behalf of a worthy cause, such purchases do not constitute active volunteer service. Service hours may not be purchased.
- f. Attendance at self-improvement workshops or conferences and competitions
- g. Participation in regularly scheduled varsity or junior varsity athletics
- h. Participation in regularly scheduled arts area performances

H. **Questions About Service/Volunteer Activities** — The above criteria do not cover all circumstances. If there are questions regarding the acceptability of an activity for volunteer service, the student should obtain approval from the Service Coordinator prior to the student's participation in the service activity or submission of service hours.