

## Service Learning Guidelines:

1. Each student will need to document 90 hours of service experience within the current semester in order to earn ½ credit. Volunteer hours completed during the summer immediately preceding the current school year will also be accepted during either semester, but are subject to teacher approval and require proper documentation. Students may complete up to two semesters (180 hours) worth of volunteer work over the summer and receive credit for those hours during the school year which immediately follows their service, however with the exception of summer hours, all semesters of the course are independent and excess hours will not be carried over from one semester to another.
2. A **maximum of 25 hours** of the 90 required may be completed for service within the student's family. The remaining hours need to be completed through service at sites within the community.
3. It is recommended that students serve at not-for-profit organizations. If that is not possible, *volunteering at businesses is permitted, but limited to 15 hours.* Volunteering for individuals in need, especially those who are elderly, ill, or disabled is encouraged, but the situation and amount of hours need to be approved by your instructor and will need to be re-approved each semester. It is recommended, but not required, that a student have a minimum of 2 different service sites or experiences. **Door to door witnessing is not an acceptable volunteer experience for the purpose of this course.**
4. The student ***must submit an Agreement form for EACH site, with the exception of family service.*** The official forms can be found in the required forms button of the class. Students will submit them at or before start of service at the site. The instructor, the student's parent/guardian, and the volunteer site supervisor must approve each and every service experience. ***Submit the Agreement form at the beginning of the semester to receive this approval.***

5. Service Hour Logs must list the date and time of service and be verified with supervisor signature, including service to family. ***All completed hour log sheets will be submitted together through the course when all 90 hours have been served.***
6. Random calls will be made to supervisors to verify service throughout the semester.
7. There is a ***reflection paper due at the end of the semester and is considered the course final.*** Detailed information found in the Final Reflection Paper button in the course. Consider and keep notes on important things you notice during your service. What impacted you? Which service opportunities meant the most, and why? What are your thoughts on community service and volunteer work? How did you impact others? What skills and talents did you use during your service? How did your service benefit others?
8. Community service is an important factor in some scholarships, on your resume and job applications. For future reference, be sure to keep a record of the experiences you have.
9. All other questions should be directed to the instructor for clarification.