

Poteet High School National Honor Society Community Service Guidelines

Community Service is intended to better the community. It is volunteer work that people engage in for the sole purpose of bettering the area in which they live. Community Service is not work for pay, nor is it work that is done for some sort of reward. The following guidelines detail acceptable and unacceptable activities and what documentation will be required as proof of volunteer work for Poteet High School's National Honor Society.

CHURCH WORK: In order to fulfill the requirement of community service, church-related volunteer work must have as its goal a benefit for the whole community. Acceptable activities may include volunteering at a soup kitchen or nursing home, teaching vacation bible school, or participating in mission activities. Congregational activities do not meet the spirit of community service.

ORGANIZATIONS: Community Service work is to be done for **non-profit** organizations such as the city of Mesquite, The Salvation Army, The Red Cross, a nursing home, a hospital, city recreational services, a food bank etc. You may not claim hours working for a company that is not organized for the purpose of community service, even if you receive no pay.

INDIVIDUAL WORK: Individual work is discouraged unless it is verifiable. Work that you approach as an individual must be verifiable by someone other than a relative, and remember that work done to help your neighbors or your extended family is not considered community service.

DOCUMENTATION: Documentation of Community Service hours for the Poteet High School chapter of the National Honor Society will be recorded as follows: There must be a detailed description, which is both factual and accurate, of the duties executed during the community service. There must be details of the organization for which the community service is being conducted. A phone number, as well as the name and title of the project's supervisor must be submitted along with the community service hours. A letter on official letterhead will be considered proof. If no official letter accompanies the Community Service Record, a supervisor's signature is required. Incomplete Community Service Records will not be considered.

STUDENT-INITIATED COMMUNITY SERVICE: A student will be able to receive double the amount of hours actually served by organizing his or her own community service project. There are certain stipulations that students must understand before organizing a project. The project must have an adult sponsor, such as a city official, an adult in charge of local youth services, or a teacher who will supervise the activity. A list of the students participating in the project must be submitted with the other forms documenting community service. The project must be a valid form of community service that follows the guidelines previously presented.