

**Cambridge Academy Middle and Upper School
Community Service Guidelines
2017 - 2018**

**READ ALL INFORMATION CAREFULLY
THE FORM AND REQUIREMENTS HAVE CHANGED!**

Community Service is helping others **without** expectation of receiving something in return. We believe it is important to teach our young people the value of community service so that they will have an increased awareness of the needs of their various communities and their roles therein. We also believe that through giving of themselves students will acquire a sense of responsibility and an altruistic attitude.

Deadlines: All Cambridge Academy Middle School and Upper School students are required to complete 20 hours of community service and record their hours on the log provided. The log must be completed by the student, not a parent. Each entry must be signed by the supervising adult who can verify the time spent. Students must include at least three different types of service. Students must submit their logs to Mandy Price, Community Service Coordinator, on Thursday, January 11, 2018 for review and approval. At that time they should have recorded at least $\frac{1}{2}$ (10) of the yearly required hours of service. All 20 hours must be completed and submitted by Monday, May 7, 2018 (any student that intends to reach the presidential service award level must inform the CS Coordinator by Monday, April 23 – see back of this form for details of award).

The $\frac{1}{4}$ Rule: In order to make the community service project more meaningful and to provide students with a true picture of the purpose of this project, the number of hours that can be obtained on campus at Cambridge Academy are limited. If a student submits only the minimum required 20 hours, only $\frac{1}{4}$ of the hours (5) can come from CA projects. If a student submits 20 hours that were completed outside of CA, they are allowed to submit an unlimited additional amount of hours from CA. This is not intended to limit or stop students from the many volunteer opportunities available at CA, this is simply to encourage students to get out into the community and fulfill the true purpose of this project!

Consequences: The completion of both the mid year and final cs hours is recorded on report cards, transcripts and student permanent record cards as a grade of complete or incomplete. Completion of community service hours is a school requirement and should be treated as any other class or school requirement. Students submitting their hours late (mid-year and final) are subject to the following disciplinary actions: placed on athletic probation until required hours are submitted (includes practices and games), may not participate in any extracurricular school sponsored activities until required hours are submitted (dances, lock-ins, homecoming activities, etc), and will serve daily lunch detention until required hours are submitted.

Examples of appropriate Community Service Opportunities

- Volunteer service as a member of a group (church, scouts, etc.)
- Working with local community agencies (Soup Kitchen, Humane Society, etc.)
- Visiting or writing to persons who are ill, elderly, military etc.
- Assisting elderly or disabled neighbors with chores, pet care, etc.
- Volunteer service as a member of a Cambridge Academy organization where participation in the project is not mandatory for the group (SGA, FCA, etc.) and the group is not fundraising for themselves.
- School, community, or state beautification projects
- Work-related services at school that are done by volunteers (concessions at home athletic events, helping at CAPTA sponsored events, etc). Any work related service at school that is typically done by a paid staff member must be preapproved by the CS Coordinator before it can count towards cs hours (ex. helping to serve lunch, volunteering with after school program)

Other activities may also apply. Please see Mandy Price, Community Service Coordinator, for clarification when in doubt.

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The following activities will not be accepted as appropriate Community Service Opportunities:

- Any activity in which you receive payment for
- Attendance at fine arts performances
- Babysitting for payment (Rules of babysitting for individuals: only babysitting done for a legitimate, emergency type situation for individuals can count – babysitting services done for someone to participate in extracurricular activities such as going out to eat or to the movies can not be used. Babysitting siblings does not count as community service. Babysitting as part of a group function, for an event, or for an organization can be used – ex. volunteering in a church nursery, volunteering for child care services during school events, volunteering to provide childcare during philanthropic events).
- Any activity which is a fundraiser to benefit the sponsoring group that is not specifically for a philanthropic endeavor (ie: a sports team fundraising to purchase team supplies)
- Sports participation, theater productions, recitals, etc. (unless events are free to the public as part of community outreach)
- Any community service that is mandated as a punishment

Thanks for Giving to your Communities!

Requirements to Receive Presidential Service Award (*these have also been revised*)

Hours by Award	Bronze	Silver	Gold
Teens (11–15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +

How to properly complete the CS Form (attached):

Location of Service	Detailed Description of Service Performed (may use multiple lines or back of page for additional space)	Date of Service	# of Service Hours	Signature of Adult / Verification of Service and contact number
First Church Sometown, USA	I assisted with VBS by decorating halls, cleaning up each evening and assisting with supervision of pre-school children.	June 12-15	10 hours	<i>Mrs. VBS Director</i> <i>864-123-4567</i>
Humane Society of Mytown, SC	During my time at the HS I cleaned pet kennels and walked dogs.	July 15	2 hours	<i>Mr. Humane Society</i> <i>803-123-4567</i>

If you have questions about an activity or the cs requirement, please feel free to contact me. I am also available to help you with ideas and project opportunities.

Mandy Price – Community Service Coordinator
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