

Galena High School Community Service Program

If you have a field you are interested in pursuing or enjoy volunteering your time to help others, please consider the Galena High School Community Service Program. In order to be a part of this great program all you have to do is volunteer your time in at least **two** areas of interest for at least 75 hours then **write an essay** regarding your service. If you complete these requirements by the April deadline & pay \$10 for processing, you will be awarded a block letter for Community Service. A certificate verifying the number of hours volunteered will also be provided for college and scholarship applications and your resume. (If you don't complete the full 75 hours, volunteering is still worthwhile!)

You may volunteer in as many different projects as you would like, the areas of service are limitless. We challenge you to go out and do volunteer work that will really make a difference. Best bet; choose 2 – 4 agencies to devote most of our volunteer hours to; this way, those agencies will know you well enough to write a letter of recommendation for later applications and such.

The Community Service Letter Committee (CSL) runs the Community Service Program. This committee consists of teachers Mrs. Cox (rm. 114), Ms. Campbell (rm. 116), Mrs. Vielle (rm. 122), and student representative Alexa Kinsinger. This committee will check your progress every grading period/quarter when you turn in your required logged hours by deadline. **If you have any questions, you need to put them in writing and submit, to the Counseling Office, for review by the committee.** It is important to get approval ahead of time in writing!

Thank you for expressing your interest in the Galena High School Community Service Program, and good luck in your pursuits.

The Community Service Letter Committee

Galena High School Program Guidelines/Program Timeline

The community service program will encompass the following rules, expectations, and requirements:

1. You may not receive any money, payment or academic credit for class assignments for any of your services. Also, you may not perform your service for any family member (i.e. babysitting, etc).
2. In order to obtain your hours, you must record and have verified with a signature at least 10 hours in each of the first, second and third school quarters, and you may count a maximum of 45 hours of viable service over summer break. Total hours must equal 75 hours of service. You don't necessarily have to complete summer hours to achieve the letter.
3. *Only 40 hours may be done with one organization or business; therefore, you must work with at least **two** different organizations. Also only 25 hours may be counted during the period of one week for the whole year (Mon-Sun). (like a summer camp)*
4. Any service done through a Galena club **may** be counted as long as you are NOT performing the service to meet a requirement; however, FBLA and NHS community service hours may be included, regardless of their requirements for membership. Talk to your club advisor to see which hours will qualify.
5. You must read through this packet entirely, and **return page four SIGNED to the Community Service Letter Committee box located in the Counseling center by SEPTEMBER 23rd, 2011.**
6. You must log all 75 hours and complete the essay by the April due date in order to be considered for the letter award.
7. Summer hours are due by September 23rd and quarter hours are due as indicated on the next page.
8. **In order to receive your letter for the 2011-2012 school year, you must return all materials (FINAL logged hours, essay, etc.) by April 6th to the Counseling Office.** You will then receive your letter at a school awards ceremony held in May. If you have already earned your letter, the second year you will receive a bar to attach to your letter.
9. Additional hours may result in earning Supplemental Credit for your GHS transcript. See the Counseling Office for more details, but this must be arranged & approved for credit AHEAD OF TIME.
10. A \$10.00 "material fee" is due by **April 6th, 2012** with all final materials and essay.

TIMELINE:

Summer hours and contract (45 hours maximum):	due by FRIDAY, SEPTEMBER 23RD, 2011.
10 hours minimum (for 1 st quarter):	due by FRIDAY, NOVEMBER 4TH, 2011.
10 hours minimum (for 2 nd quarter):	due by FRIDAY, JANUARY 27TH, 2012.
10 hours minimum (for 3 rd quarter):	due by FRIDAY, MARCH 30TH, 2012.
All remaining hours, final draft of essay, And \$10 processing fee:	due by FRIDAY, APRIL 6TH, 2012.

****Turn in all logged hours and materials on or before the above due dates to the CSL box in the counseling office* * Keep a copy of each page you turn in for your own records!**

Put these dates in your planner now! You must be responsible and self-directed to meet all deadlines!

THANK YOU FOR YOUR INTEREST IN COMMUNITY SERVICE!!!

**Due 4th Quarter
APRIL 6th, 2012**

Required Essay

For this community service letter, you are required to submit an original essay. This essay should include the following information:

- What you performed for your community service
- How you benefited from your experiences
- How your community benefited from your work
- Any other relevant information

The essay you compose has no page limit or minimum, but one-two pages should do it. It must be **typed, double spaced, written in size 12 font, and readable**. You may choose which format and style in which to write your essay. Remember to take this seriously, and be honest about your feelings and experiences.

This typed essay should be returned, with all other required paperwork and the \$10.00 processing fee (check made out to Galena High School), to the CSL box in the Counseling Office no later than Friday, APRIL 6th, 2012.

Thank you and good luck!