

- Turn this in to the Counseling Dept CSL Box!

**DUE by September 23<sup>rd</sup>!**

# Galena High School Community Service Program Guidelines

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. Even if you finish your 75 hours of service before the final deadline, you must still complete a minimum of 10 hours each quarter (1, 2, 3).
4. *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)*
5. 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.
6. You must read through this packet entirely, and **return this sheet SIGNED to the Community Service Letter Committee box located in the Counseling Center by SEPTEMBER 23<sup>rd</sup>, 2011.**
7. You must log all 75 hours and complete the essay by the April due date in order to be considered for the letter award.
8. Summer hours are due by September 23<sup>rd</sup> and quarter hours are due as indicated on the next page.
9. In order to receive your letter for the **2011-2012** school year, you must return all materials (FINAL logged hours, essay, etc.) by **April 6<sup>th</sup>** 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, subsequent years you will receive a bar to attach to your letter.
10. 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 with the Supplemental Credit office.
11. A \$10.00 "material fee" is due by **April 6<sup>th</sup>, 2012 for those earning the letter award.**

I have read and understand the requirements of this program and hereby commit to fulfilling them.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby agree to support my student in his/her pursuit of a community service letter.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please list where we can find you for all your classes (**Room numbers**)

1* _____	2* _____	3* _____
4* _____	5* _____	6* _____

**THIS FORM IS DUE SEPTEMBER 23<sup>rd</sup>, 2011**









