



Northern Highlands Regional HS

298 Hillside Avenue, Allendale NJ 07401 (201) 327-8700 ext. 544 Fax: 201-327-2161

CAREER & ACADEMIC PATHWAYS: COMMUNITY SERVICE AND VOLUNTEERING APPLICATION

Congratulations on your decision to become involved in your community as a Community Service Volunteer! In this packet, you will find all of the information you will need to begin your Community Service Project. If you have any questions, please feel free to see Ms. Hayes in Room 111 or contact her via email at hayesk@northernhighlands.org. You also may reach out to Mrs. Weiss at weisst@northernhighlands.org. If you would like to make an appointment with Ms. Hayes, you may do so by making an appointment: [Ms. Hayes Online Calendar](#)

Important Steps:

- o Select a community service site. You may find one on your own or choose one from a list of approved sites: [Pre-Approved Sample Organizations](#). Please note, I approve most organizations apart from ones indicated in this application (e.g., preaching or proselytizing).
- o Contact the site and complete the attached Community Service Contract. Do not leave any section blank. This form must be approved by Ms. Hayes before you begin your service (unless pre-approved as indicated in correspondence or on my list of sample organizations).
- o After your Community Service Contract form has been approved by Ms. Hayes and returned to you, you may begin your service.
- o Each time you work at your approved site, you will need to fill out your timesheet and have it signed by your supervisor. If you are unable to obtain a signature, an email from your supervisor verifying hours will suffice. You may combine organizations to reach 28 hours, but you should have a separate application for each organization.
- o You will turn in all sheets, including the Community Service Verification Statement when you complete your full 28 hours of service. **Be sure to make a copy for your records.**

Things to Note:

- o In order for your Community Service credits to be applied to the current school year, all paperwork must be submitted to Ms. Hayes by June 30 (the end of the academic year).
- o If you plan on performing Community Service over the summer months, you may contact Ms. Hayes via email if you decide to perform service. Paperwork for completed summer community service should be handed in within the first two weeks of the new school year.

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL

COMMUNITY SERVICE GENERAL DEFINITIONS & GUIDELINES

- Community Service activities are those which students perform to benefit at least one other unrelated person and for which they receive no compensation. Students may not work for family members or in family-related businesses. In most cases, students will be working under the auspices of an organization: town government, school, non-profit organization, hospital, nursing home, or volunteer fire department/ambulance squad.
- Community Service may be performed at any time during the students' high school career but cannot be performed during school hours.
- Hours completed as part of a NH club typically do not count toward credit as these activities are club-related. Highlands Cares is an exception, as well as activities determined by Hayes and a faculty member.
- Relatives, family members, current Northern Highlands High School students, and/or individuals under the age of 18, are not permitted to indirectly nor directly supervise or verify your community service work unless authorized by a faculty member.
- **Students must perform 28 hours for 1.25 credits per each academic year. Students could earn a maximum of 5 credits over 4 years, and these may be used as elective credits.**
- Students are expected to follow the Northern Highlands High School dress code policies while working at a Community Service site. Agencies will be advised to refuse to accept any student inappropriately dressed. Please remember that you are representing the Northern Highlands School community while working at a service site.

SPECIFIC GUIDELINES

COMMUNITY SERVICE THROUGH THE JUDICIAL SYSTEM. Community Service that is court-assigned is **NOT** applied toward the 28-hour requirement.

ORGANIZATION-BASED COMMUNITY SERVICE. In general, service performed for profit-making organizations is **NOT** applicable, with the exception of hospitals, pre-schools, and nursing homes. Service performed for individuals should be performed under the umbrella of an organization (e.g., tutoring a student through a school, helping the elderly through the Council on Aging). Activities to help a friend or neighbor do **NOT** count toward the requirement.

COMMUNITY SERVICE THROUGH RELIGIOUS ORGANIZATIONS. In order to be applicable, an activity may not be associated with the rituals, services, ceremonies of any specific religion, proselytizing, or fundraising to support a specific religion or religious institution.

Thus, participation in religious services (e.g., choir membership, altar or temple service, etc.), while worthy endeavors, is **NOT** counted. However, educational activities and non-religious activities that benefit the religious community (in non-financial ways) or the community at large ARE applicable.

Examples of applicable religious-sponsored service activities include (but are not necessarily limited to):

- Teaching Sunday school, Hebrew school, CCD, etc.
- Baby-sitting during religious services.
- Painting buildings and classrooms in religious organization buildings.
- Clothing drives and work in shelters.

TRADITIONAL SCHOOL-SPONSORED ACTIVITIES. Activities performed that are traditional after-school activities are NOT applicable. Thus, participation (as officers or as members) in Student Government, Marching Band, National Honor Society (NHS), and clubs and teams are NOT applicable. However, students can use their community service hours for their NHS application. In many cases, Ms. Hayes can verify and sign the NHS applications.

SUMMER CAMPS. If other community service guidelines are met (related to compensation, type of organization, religious practices) CIT hours spent in the actual organization and performance of specific community service activities ARE applicable. NOTE: Traditional counselor-in-training positions in for-profit camps are NOT applicable.

SUMMARY OF ACTIVITIES NOT ELIGIBLE FOR SERVICE CREDIT

- Court-ordered service.
- Service for individuals (e.g. friends, neighbors) without an umbrella organization.
- Service at for-profit businesses (e.g., law firms, landscape companies).
- Participation in religious rites, services, or ceremonies (e.g., altar service, choir, Torah reading, confirmation requirements).
- Proselytizing.
- Fundraising to support religious institutions (e.g., most rummage sales).
- Traditional after-school activities.
- CIT positions at **for-profit** camps and/or where CITs pay reduced fees to attend. (ALEOOOP CITs and Gifted Child Society CITs can, however, earn credit.)

All Community Service sites must be approved by Ms. Hayes, Career & Academic Pathways Supervisor.

Hours spent at unapproved sites will not be counted toward the service requirement.

DOCUMENTING YOUR HOURS

In order to receive community service credit, verification forms and timesheets signed by the supervisor must be turned in to Ms. Hayes. **SIMPLY PERFORMING SERVICE DOES NOT AUTOMATICALLY PROVIDE CREDIT!**

(Adapted from: <https://www.mahwah.k12.nj.us/Page/675>)

Updated 9/15/23

**NORTHERN HIGHLANDS HIGH SCHOOL
COMMUNITY SERVICE CONTRACT**

Student Name _____

Name Site Supervisor _____

Name of Organization _____

Address/Contact Information _____

Estimated Hours Per Week _____

Please provide a brief description of the work this student will be doing for your organization.

I agree to complete the Community Service project described above

Student Signature: _____ **Date:** _____

I agree to supervise the student's completion of the project and to verify that the number of hours worked is accurate

Supervisor Signature: _____ **Date:** _____

I agree to allow my child to participate in the Northern Highlands High School Community Service Program.

Parent/Guardian Signature: _____ **Date:** _____

- () approved
- () not approved

Career & Academic Pathways Supervisor Date

**NORTHERN HIGHLANDS HIGH SCHOOL
COMMUNITY SERVICE VERIFICATION STATEMENT**

Student Name

Site Supervisor

Organization

The student named above has completed _____ hours of Community Service hours for my organization.

Comments: _____

Supervisor Signature: _____ Date _____

Telephone Number: _____

- approved
- not approved

Career & Academic Pathways Supervisor Date

Number of Credits = _____ Recorded on transcript _____

**NORTHERN HIGHLANDS HIGH SCHOOL
COMMUNITY SERVICE STUDENT TIME SHEET**

Student Name:

For the Month Of:

Date	Time In	Time Out	Hours	Site Supervisor's Signature

Total Hours _____