



Northern Highlands Regional HS

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CAREER & ACADEMIC PATHWAYS: COMMUNITY SERVICE AND VOLUNTEERING

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 e-mail at hayesk@northernhighlands.org.

Important Steps:

- Select a community service site. You may find one on your own or choose one from a list of approved sites: <https://goo.gl/p9XvZL>
- 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.
- After your Community Service Contract form has been approved by Ms. Hayes and returned to you, you may begin your service. **Any hours spent at a site before it has been approved by Ms. Hayes will not be counted.**
- Each time you work at your approved site, you will need to fill out your time sheet and have it signed by your supervisor. You will turn in these sheets when you complete your service. Be sure to make a copy for your records.
- When you have completed your hours of service, you must hand in your completed time sheet and the signed verification form. Ms. Hayes will then submit these so you may receive credit for your service. **All forms must be submitted within two weeks of finishing your service.**

Things to Note:

- In order for your Community Service credits to be applied to the current school year, all paperwork must be submitted to Ms. Hayes no later than two weeks before the last day of school.
- If you plan on performing Community Service over the summer months, you must submit the Community Service Contract **no later** than two weeks before the last day of school. Your credits will be applied to the following school year. You may contact Ms. Hayes via e-mail over the summer if you decide to perform service over the summer. Paperwork for completed summer community service must 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.
- 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.
- **Students must perform 28 hours for 1.25 credits per year. Students could earn a maximum of 5 credits over 4 years and 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, alter 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, and clubs and teams are NOT applicable.

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

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

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 time sheets signed by the supervisor must be turned in to Ms. Hayes, within 2 weeks of completion of the service. **SIMPLY PERFORMING SERVICE DOES NOT AUTOMATICALLY PROVIDE CREDIT!**

**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: _____

() Credit granted

() Credit denied

Career & Academic Pathways
Coordinator

Date

Number of Credits = _____ Recorded on transcript _____ Letter

Mailed on _____