

***Turn this into the basket outside Mrs. Taylor's counseling office! DUE by September 8th**

Galena High School 2023-2024

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 20 hours of viable service over summer break. Total hours must equal **60 hours of service**. You don't necessarily have to complete summer hours to achieve the letter.
3. Even if you finish your 60 hours of service before the final deadline, **you must still complete a minimum of 10 hours each quarter** (1st, 2nd, 3rd).
4. Only 20 hours may be done with one organization or business; therefore, you must work with at least three 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 folder outside the counseling office by September 9th, 2023.**
7. You must log all 60 hours and complete the essay by the May due date in order to be considered for the letter award.
8. Summer hours are due by **September 8th, 2023**, and quarter hours are due as indicated on the following pages.
9. **In order to receive your letter for the 2023-2024 school year, you must return all materials (FINAL logged hours, essay, etc.) by May 17th, 2024, in the counseling office .** You will then receive your letter at a School Awards ceremony held in May. If you have already earned your letter, in subsequent years you will receive a bar to attach to your letter
10. A \$10.00 "material fee" is due by **May 17th, 2024** 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 _____ **Please check this**

box if you have received a Community Service Letter in the past 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 your 7th AND 3rd period class (Room number) 3° _____ 7 _____

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 60 hours and write an essay regarding your service**. If you complete these requirements by the April deadline and 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 60 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 a teacher, Mrs. Taylor, and Samantha English, your student representative. This committee will check your progress every grading period/quarter when you turn in your required logged hours by the deadline. **If you have any questions, you need to put them in writing and submit them to the Community Service Letter folder outside 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.

The Community Service Letter Committee,
Mrs. Taylor
Samantha English

Program Timeline

TIMELINE:

Summer hours and contract (20 hours maximum): due by **FRIDAY, SEPTEMBER 8th, 2023**

10 hours minimum (for 1st quarter): due by **FRIDAY, OCTOBER 13th, 2023**

10 hours minimum (for 2nd quarter): due by **FRIDAY, JANUARY 12th, 2024**

10 hours minimum (for 3rd quarter): due by **FRIDAY, APRIL 12th, 2024**

All remaining hours, the final draft of the essay, and \$10 processing fee: due by **FRIDAY, MAY 17th, 2024**

***Turn in all logged hours and materials on or before the above due dates to the CSL folder outside the counseling office**

***ABSOLUTELY NO EXCEPTIONS**

***Keep a copy of each page you turn in for your own records!**

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

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, Times New Roman 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 folder outside Mrs. Taylor's counseling office no later than Friday, May 17th, 2024. No exceptions.

Thank you and good luck!