

\*Turn this in to the folder outside Room 312!

**DUE by September 11th!**

# Galena High School 2020-2021

## 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 5 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 **40 hours of service**. You don't necessarily have to complete summer hours to achieve the letter.
3. Even if you finish your 40 hours of service before the final deadline, **you must still complete a minimum of 5 hours each quarter** (1st, 2nd, 3rd).
4. Only 25 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 folder outside Room 312 by September 11, 2020.**
7. You must log all 40 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 11th, 2020** and quarter hours are due as indicated on the following pages.
9. **In order to receive your letter for the 2020-2021 school year, you must return all materials (FINAL logged hours, essay, etc.) by April 23rd, 2021, in Room 312.** 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 Ms. Basquez in Room 312 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 23rd, 2021** 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 5th AND 2nd period class (**Room number**)

5° \_\_\_\_\_ 2° \_\_\_\_\_

# 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 40 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 40 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, Ms. Basquez, and Carisma Francisco, 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 Room 312 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,  
Ms. Basquez  
Carisma Francisco

# Galena High School Program Guidelines/Program Timeline

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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 5 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 40 hours of service. You don't necessarily have to complete summer hours to achieve the letter.
3. **Only 25 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 one SIGNED to the folder outside Ms. Basquez's room (room 312) by September 11, 2020.**
6. You must log all 40 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 11th, 2020**, and quarter hours are due as indicated on the next page.
8. **In order to receive your letter for the 2020-2021 school year, you must return all materials (FINAL logged hours, essay, etc.) by April 23rd, 2021, in Room 312.** 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 23rd, 2021** with all final materials and essay.

## **TIMELINE:**

Summer hours and contract (20 hours maximum):	due by <b>FRIDAY, SEPTEMBER 11th, 2020.</b>
5 hours minimum (for 1st quarter):	due by <b>FRIDAY, OCTOBER 16th, 2020.</b>
5 hours minimum (for 2nd quarter):	due by <b>FRIDAY, DECEMBER 11th, 2020.</b>
5 hours minimum (for 3rd quarter):	due by <b>FRIDAY, MARCH 12th, 2021.</b>
All remaining hours, final draft of essay, and \$10 processing fee:	due by <b>FRIDAY, APRIL 23rd, 2021.</b>

**\*Turn in all logged hours and materials on or before the above due dates to the CSL folder outside Room 312 \*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!**













**\*DUE by April 23rd, 2021**

## 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 **Room 312** no later than **Friday, April 23rd, 2021.**

Thank you and good luck!

**\*NEW THIS YEAR\***

If you would like to join a Remind group to be notified of upcoming deadlines and some service opportunities, text '@gcommunit' to the number **81010** to sign up!