



Community Service Application

STEP 1: *To be completed by student (please write neatly)*

Name: _____ Date(s) of proposed service: _____

Name of Organization: _____ Location: _____

Describe the community service activity (be specific):

Name of adult supervising the service activity: _____

Proposed/estimated number of service hours: _____

STEP 2: *Pre-Approval*

Pre-approval is needed for any recurring or one-time community service activity lasting **more than 2 total hours**. The only exception is for activities offered directly by EMHS. Bring this form to the school counseling office at least one week before the start date above to obtain approval. Pick up your approved form prior to the activity to complete step 3.

For a one-time community service activity lasting **2 hours or less**, or for an activity offered directly by EMHS, pre-approval is not necessary. Your hours will be counted as long as the guidelines for acceptable community service on page 2 are met. Step 3 of this form must still be completed.

Reviewed by : _____ Date: _____

☐ Approved

☐ Not approved, reason: _____

STEP 3: *To be completed by supervisor (not a family member)*

How many hours was the student involved in the service activity described above: _____

Supervisor Name: _____

Signature: _____ Date: _____

Please provide a phone number or email address where you can be reached for verification if needed:

Phone or Email: _____

Turn in this completed form to the school counseling office **within 2 weeks** of completing the activity.
Be sure to also keep track of your own hours.

Guidelines for community service:

Community service is voluntary, structured work you perform that provides assistance to a person, group, or organization, with no advantage or compensation for you, your family, or an organization that you are a member of. Compensation includes: payment, tuition reduction, school credit, special privileges, job promotion, or gifts. The lists below serve as guidelines for what does and does not count as community service for your graduation requirement.

Acceptable:

- Performing a voluntary task for someone (not a family member or friend) who is unable to do it themselves. For example, shoveling the driveway or mowing the lawn of a community member who is disabled.
- Volunteering at the SPCA, NH Food Bank, Red Cross, End 68 Hours of Hunger, or other charitable organization.
- Volunteering to help at school district events (EES Monster Mash, middle school activity nights, Senior Banquet...) that occur outside of normal school hours.
- Peer tutoring under the supervision of a teacher outside of normal school hours.
- Volunteering with recreational youth sports programs. For example, refereeing a U8 EYAA soccer game or working the concession stand at Mary Blair Park.
- School and community beautification projects that are offered during FLEX or after school.
- Volunteering at school/community music or theater shows (not attached to the production). For example: working concessions, ushering, parking lot attendant, ticket collector.

Not Acceptable:

- Performing any kind of voluntary work for a family member (including extended family), friend, employer, or private business. This includes activities such as: manual labor, cleaning, coaching, fundraising, organizing, and babysitting.
- Being a student aide or performing helping tasks for teachers or other students during normal school hours.
- Extra-curricular activities (school and non-school related), such as: meetings, practices, games, performances, fundraisers, competitions, and workshops.
- Volunteer coaching, refereeing, managing, or assisting a sports team that has paid coaches.
- Internships or job shadowing.

What to do when you can't get pre-approval:

Some community service opportunities might arise unexpectedly and you don't have time to get pre-approval. You will still need to turn in this form, with steps 1 and 3 completed, within two weeks of the activity. The activity must meet the guidelines above to be counted. Up to 10 total hours of non pre-approved community service will be allowed. An exception to the 10 hour rule can be made for unplanned community service performed over the summer, the summer activity must meet the guidelines to be counted.