Community Service Project Procedures

WHAT IS COMMUNITY SERVICE?

- Community Service involves well-planned, organized, and voluntary efforts supervised by a private or non-profit agency, public or governmental agency, or religious organization and designed to address a specific need in the community.

- Community Service may **NOT** be performed for family or friends and **CANNOT** be performed during school hours unless part of a school-sponsored project.

- Valid volunteer service may **NOT** include inherently religious activities such as religious worship and religious proselytizing. Service performed at or with a faith-based organization must meet a recognized need in the organization or greater community.

- Hobbies and other officially unsupervised efforts **CANNOT** be counted as official volunteer hours.

- **NO** payment or material compensation may be received for volunteer efforts.

EARNING COMMUNITY SERVICE HOURS

- A students should design an community project and participate in volunteer work to accomplish the goals of this project that **CLOSELY RELATES to the field of study he/she wishes to pursue in college** or that directly pertains to a social cause he/she is personally most **PASSIONATE** about!

- Only volunteer hours completed after 8th grade graduation can be counted toward A.U.C.'s community service requirement. **Before starting volunteer work or a personal community improvement project, students must fill out the COMMUNITY SERVICE PROJECT PROPOSAL form** found below, including all signatures.

- **QUALITY COUNTS!** Students should make a **long-term commitment** to a single cause rather earning hours randomly and should seek out positions that will teach the student **new expertise** and allow the **development and display of leadership skills over time.**

- Students and their families are responsible for selecting an appropriate service activity and venue, contacting the appropriate agency, preparing and processing any required forms, completing the service responsibly and in the manner requested, and returning copies of all verification forms (letters of verification and volunteer hour logs as explained below) to A.U.C.'s College Office once service is complete.

- Students must keep accurate **LOGS** of their service that include the date, service performed, supervisor initials, and number of hours completed daily. A copy of the **A.U.C. approved log sheet** is available below. Students should print out this log sheet and take it with them every time they complete volunteer hours to have signed by the volunteer supervisor on duty. Students may substitute an organization's own log sheet for the A.U.C. log sheet as long as the physical or digital log being kept by the organization is accurate and student-specific, and a copy of the organizational log can be obtained by the student to be submitted to A.U.C.'s College Office once the volunteer work has ended.

THE NUMBER OF HOURS REQUIRED

- **100 HOURS OF SERVICE ARE REQUIRED** to earn an AUC Diploma as well as to qualify for the State's Bright Futures sholarships. Of course, additional hours well in excess of the minimum required spent contributing to a worthy cause will not only benefit our community and be personally rewarding, but is much more favorably looked upon by highly selective College Admission and Scholarship Committees!

DEADLINES & PROCEDURES FOR SUBMITTING VOLUNTEER HOURS

- **TO PARTICIPATE as a twelfth grader in all senior-specific and school-related activities,** the minimum of 100 hours must be completed and properly submitted to the Upper Conservatory's College Office by **December 1st of the student's senior year.**

- To be eligible **to receive a high school diploma and participate in the graduation ceremony**, your service project and related volunteer hours must be completed and submitted no later than **May 1st of the student's senior year.**

- When volunteer work is complete students must secure an **OFFICIAL LETTER OF VERIFICATION ON COMPANY OR OGRANIZATION LETTERHEAD** verifying service. These letters are written and signed by the volunteer supervisor and must clearly detail the student's name, time period of service, total number of volunteer hours completed, and type of work contributed by the student. Dates and hours in the letter must match the information in the student's log.

- To submit hours to A.U.C. and have hours electronically documented in the school's database, students must submit to the College Office **PHOTOCOPIES OF THE LOG SHEETS, CORRESPONDING LETTERS OF VERIFICATION, AND TYPED UP REFLECTION FORMS FOR EACH VOLUNTEER PROJECT COMPLETED.** Original documents are to be kept by the student in their college folders at home to use as needed during the college and scholarship application process.

- A.U.C. retains the right to question the legitimacy of and deny giving credit for any community hours appearing to have been falsified and/or obtained in an illegitimate manner.

DEVELOPING INDEPENDENT PROJECTS

- In addition to traditional community service, **passionate and ambitious students wishing to make a difference while displaying exceptional entrepreneurial, leadership, communication, and organizational skills should seriously consider using the lessons learnt through their academic and volunteer work to develop and lead their own independent projects** tailored to specific personal goals and unaddressed community needs.

- Completing a project cannot replace the required 100 supervised volunteer hours for graduation and requires full student initiation and independent work.

- The student must keep a separate **LOG** of the time spent completing project work as well as an ongoing **JOURNAL** documenting all steps involved.

- Goals should be tangible, measurable, and the results **WELL-DOCUMENTED** (through logs, journals, websites, blogs, surveys, testimonials, news articles, pictures, videos and more) if the student wishes to use this work to enhance college and scholarship applications.

Community Service Project Proposal

ARCHIMEDEAN UPPER CONSERVATORY

Student's Name: _____ **ID #:** _____

APPROVAL IS NEEDED PRIOR TO BEGINNING YOUR PROJECT AND VOLUNTEER WORK

Please type your answers directly into this interactive form using Adobe Reader (FREE @ http://get.adobe.com/reader/)

Title of Project: _____ **Start Date:** _____

Describe the details of your proposed community improvement project and efforts? You may attach additional sheets of paper, but all content must be typed.

How did you develop the idea and plan for your community service project?

It is important that your project relates to your future career plans or pertains to a social cause you are extremely passionate about. How does this project accomplish either or both of these criteria?

Why do you feel this project is necessary?

What do you hope to accomplish as a result of your volunteer work?

Please provide your volunteer supervisor's name and phone number and the organization's name and addres where you will be completing your project.

I approve of this proposal and understand that a volunteer project is mandatory for graduating from a Miami–Dade County Public School.

_____   _____   _____   _____
Student Signature   **Parent Signature**   **Parent Name**   **Date**

FOR SCHOOL USE ONLY (PLACE A COPY OF COMPLETED FORMS IN THE STUDENT'S COLLEGE FILE PRIOR TO RETURNING ORIGINALS TO THE STUDENT).

I have reviewed this community project proposal and have reached the following conclusion: ☐ Approved   ☐ Rejected

Comments:

_____   _____   _____   _____
ArchiΜεντωρ Signature   **ArchiΜεντωρ Name**   **College Counselor/Principal Signature**   **Date**

Community Service Log

ARCHIMEDEAN UPPER CONSERVATORY

Student's Name: _____ **ID #:** _____

PLEASE PRINT & TAKE WITH YOU WHENEVER COMPLETING COMMUNITY SERVICE HOURS.

All volunteer hours must be recorded in this log daily and be personally verified by an on-sight Volunteer Supervisor.

Today's Date	Community Service Activity Description	Name of the Volunteer Supervisor on Duty	Supervisor's Initials	Number of Hours Completed

TOTAL TIME= _____

TURN IN COPIES OF COMPLETED LOGS, LETTERS OF VERIFICATION ON COMPANY OR ORGANIZATION LETTERHEAD, AND REFLECTION SHEETS TO THE COLLEGE OFFICE.

_____   _____   _____   _____
Student Signature   **Parent Signature**   **Parent Name**   **Date**

Community Service Project Reflection

ARCHIMEDEAN UPPER CONSERVATORY

Student's Name: ─────────────────────── **ID #:** ───────────────────────

SUBMIT EACH PROJECT REFLECTION WITH A COPY OF THE RELATED LOG SHEET(S) & LETTER OF VERIFICATION TO THE COLLEGE OFFICE

Please type your answers directly into this interactive form using Adobe Reader (FREE @ http://get.adobe.com/reader/)

Title of Project: ───

Official Start Date of Service Project: ───────────────────── **Official End Date of Service Project:** ─────────────────────

Outline the activities you partook in in order to implement and complete your project. *You may attach additional sheets of paper, but all content must be typed.*

How much time did you spend planning and executing your project?

What impact do you feel your volunteer efforts had?

What obstacles did you encounter and how did you resolve these issues?

How do you feel you have grown from your experience?

What did you learn about yourself, those you worked with, and the importance of giving back?

I understand that a volunteer project is mandatory for graduating from the Upper Conservatory. Furthermore, I verify that the project summarized herein was completed by the student named above and that the student did not receive material compensation for any efforts.

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Student Signature **Parent Signature** **Parent Name** **Date**