

**** Needville High School Service Cord Awards (SCA) ****

Program Guidelines

The **Purpose** is to recognize students who engage in a high level (qualitatively and quantitatively) of service to the community by earning the opportunity to wear a service cord during senior graduation. Seniors completing the program will receive their Service Cord while being honored in May at the Senior Awards Night.

Hours

Students are required to complete a minimum of 160 hours over the course of their 4 year enrollment at Needville High School in order to earn a Service Cord. For example, if a student earns 30 hours one year, 50 the next, 35 the next, and 45 the final year, the total is still 160, and the student will meet the minimum requirement of the Service Cord Program. Students enrolled at NHS for less than 4 years will be required to earn 40 hours for each year they are enrolled. **NOTE: For any student attending NHS the year of 2020-2021, the requirement will be reduced by 20 hours; therefore, the total number of hours needed will be 140 over the course of their 4 years.**

Students are responsible for declaring their intent to participate in the program. Service hours from the summer are allowed if the **Intent to Serve** form is signed and returned to the Service Cord box, located outside Mrs. Wyatt's office, or already on file. All forms are available outside Mrs. Wyatt's office and on the Needville High School website.

Students are responsible for submitting all completed Service Hour Record forms directly to the Service Cord box located outside Mrs. Wyatt's office in a timely manner according to the schedule given in the deadline section found below as well as on the website. Under no circumstances are forms to be faxed, emailed, sent through inner office mail, or put in the mailbox of any Service Cord Committee member. It is not the Committee member's responsibility to submit hours, it is exclusively the responsibility of the student.

Student hours will be recorded and updates will be posted outside your Service Cord committee chairperson's classroom. **In the case of misplaced information, the student is solely responsible for making & keeping personal copies of all forms for verification purposes prior to turning them in & checking the posted information for mistakes (hours granted, name, graduation year, etc.).** If mistakes are found, it is the student's responsibility to contact their Service Cord Committee Chair as soon as possible.

Guidelines

The organization for which the student performs service must be non-profit; therefore, students may not receive payment or compensation in any form for service performed. Students who perform services which are not within the guidelines are exclusively liable for their mistakes.

The following will NOT count toward service hours:

- school activities for organizations of which you are a member with responsibilities for that organization and receive a benefit or a grade
- service hours completed during school hours (8am – 4pm)
- hours for rehearsals, practices or trainings completed for future non-profit performances
- family obligations (example—baby sitting or caring for other family members)
- duties performed in association with student's employment
- tutoring a friend (example—study groups, proofreading a friend's paper, studying for an exam).
- travel time to and from (competitions, mission trips and work camps, etc.) (The general rule is 1 day can be up to 12 hours and one week can be up to 40 hours.)
- court ordered community service

The overriding issue should be that the community service is done primarily to benefit others in the community at large with no financial gain to an individual and should be something out of the student's normal course of action.

The following MAY count toward service hours (this list is not comprehensive):

- volunteer duties associated with a church or other community oriented non-profit organization
- Boy Scout/Girl Scout, 4H, and FFA service hours
- local community revitalization
- work completed for political parties
- highway clean up
- blood drives outside of school hours (giving blood = 1 hour of service inside/outside of school hours) (*No hours will be awarded for assisting blood drives during school hours)
- pre-approved structured tutoring (such as adult education, literacy programs, and citizenship programs)
- community service hours honored by PAL's, NHS, and Student Council may also be submitted for *consideration* for Service Cord awards hours.
- assisting paid employee outside of school hours with room decorating or carrying of supplies.

Restrictions

- Hours are to be earned in half hour increments only. All times will be rounded down to the nearest half hour.
- 1 day can be up to 12 hours and one week can be up to 40 hours.

Students are responsible for completing the Service Cord Record form neatly and completely. Forms that are not legible will NOT be considered for awarding service hours. Files will be maintained by the committee, but participants are responsible for maintaining personal copies of all forms prior to submitting them.

Appeals

If a student would like to appeal hours that have been denied, the student shall notify their grade level Service Cord Committee Chair of this decision as soon as possible. **All appeals will be heard from the student only** at the next Service Cord Committee update meeting. See your grade level committee chairperson to request a hearing. Appeals made by parents or guardians will not be heard by the committee. The student will be informed of the committee's decision within 3 days of the appeals date.

Deadlines

Summer hours may count if the student's Intent to Serve form is on file or turned in along with all Service Hour Records for summer hours to the Service Cord box located outside Mrs. Wyatt's office by the deadline listed below. Any student who forgoes completing the Intent to Serve until a later date must complete all hours for the number of years he/she attended Needville High School, and only service hours obtained from that day forward may be counted. Students are responsible for submitting their completed service hour forms in a timely manner according to the scheduled deadlines posted below as well as on the Service Cord website & Service Cord Record Form. NO EXCEPTIONS will be made if a student misses these clearly posted deadlines.

- All hours completed between May 1st and the first day of school must be submitted no later than 4 p.m. September 15th.
- All hours completed between the first day of school and the start of Thanksgiving Break must be submitted no later than 4 p.m. December 1st.
- All hours completed during the Thanksgiving break through April 30th must be submitted no later than 4 p.m. May 1st.
- **Important note regarding seniors: Seniors are responsible for having all Service Hour Record forms turned into the Service Cord box by 4 p.m. April 15th.**

*** If any of these deadlines fall on a Saturday or Sunday, then the deadline will be extended to the following Monday.

Activities in which the student is unsure may be cleared through the Service Cord Awards Committee Chair.

Any questions or concerns can be directed to Mrs. Davis room C205 (class of 2027), Mrs. Cantu A201 (class of 2024), Mrs. McKinney C108 (class of 2025), Ms. Richards C109 (class of 2026), or Mr. Maresh – Service Cord Committee Chair Members.