

Community Service Guidelines

Pacific Grove High School

All students attending PGHS are required to complete 48 hours of Community Service in order to be eligible to graduate at the end of their senior year. The number of service hours that a student needs to complete is 6 hours per semester. A certificate is awarded to students at the end of their senior year if they have 200 or more hours.

Community Service is an unpaid activity done by a person or group of people designed to improve the quality of life for the community residents or schools. Community service can occur in such fields as healthcare, child care, senior citizens, people with disabilities, animals, education (including tutorial services) welfare, social services, transportation, housing and neighborhood improvements, public safety, and it can be used to improve places, such as parks, historic buildings or scenic areas as well.

- Students must reflect on their experience using the designated form at the conclusion of the project (**The Community Service Form** can be picked up in the Guidance Office or downloaded from our web page– Click on Counseling then College and Career).
- If it is work that is done in a group or as a team, the supervisor may email a Word Doc with the student's names and time spent on the project.
- All documentation is submitted to the Community Service Designee, recorded, and kept on file until the student graduates.
- Students must perform the service during non-instructional hours (lunch and after school is allowed).
- Community service is limited to 5 hours on a school day and 8 hours on weekends or holidays.
- Projects done during the summer before beginning 9th grade will be accepted.
- **Seniors MUST turn in all community service by March 15 of their graduating year in order to be eligible to attend the Senior Trip.**
- If not attending the Senior Trip, all community service hour documentation **MUST** be submitted by the school's graduation date.
- Students will not be allowed to walk at graduation or receive a diploma if their community service hours are not completed by the last day of school.

Hours That Are Acceptable

- Students may count church related activities other than during a church service (i.e. teaching Sunday school)
- Helping at political campaigns or voter registration programs.
- Helping at or getting ready for a sports event or a play production.
- Only actual, unpaid, time spent in performance at or for a charitable event will count for musical performances and theatrical productions.
- Fundraising may count as community service if all funds raised are donated to address a social issue in the community.

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- Service-Learning projects (i.e. tutoring, conducting art/music/dance lessons for youth, giving presentations, helping at a homeless shelter, out of state or out of country projects).
- Time spent participating in a charitable event like a run/walk.

Hours That Are Not Acceptable

- Family related activities.
- Hours that are compensated either financially or with some other material benefit.
- Court mandated community service.
- Co-curricular activities that are course requirements.
- Activities that take place during a normal worship service (i.e. ushering, choir, playing music for a service).
- Hours practicing for an event or the event itself (i.e. sports, a play, musical productions).
- An activity where there is no leader or responsible adult on site to evaluate and confirm performance.
- Donation (i.e. blood, "Locks of Love").
- Must be 18 to foster an animal.

Some examples of related opportunities

Community Activities

1. Working as a blood drive volunteer at a **Red Cross Station**
2. Participating in a **Relay for Life** activity
3. Volunteering at a local **hospital - CHOMP**
4. Becoming Red Cross safety certified
5. Participating in a **March of Dimes** or related activity
6. Caroling at a **senior citizens** facility – **Canterbury Woods, Sally Griffin Center**
7. **Adopt-a-highway** clean-up days
8. Serving as a **volunteer fireman**
9. Bell ringer for **Salvation Army**
10. **Coaching** a kids athletic team – **Recreation Center**
11. Volunteering at the **Cancer Society Discovery Shop**
12. Helping shelf books at a local **library**
13. Sort donations at a local thrift shop – **St Vincent de Paul**

School Activities

1. Open house volunteer
2. Working at a school concession stand
3. Gathering and sorting items for a food drive
4. Working at an elementary school fair or book fair
5. Reading to elementary school students
6. Serving as a student tutor
7. Volunteering at a school-based sports event

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8. Assisting in the school play/musical
9. School site clean up
10. Beautification – planting on campus
11. School based club donating time to a charitable organization
12. Playing a musical instrument for a charitable event

Church Activities

1. Working as a meal volunteer
2. Babysitting during church service (unpaid)
3. Serving as a Sunday School teacher/assistant
4. Easter Egg hunts
5. Vacation Bible school volunteer
6. Mission trips

Miscellaneous

1. Working in an office
2. Assisting senior citizens with painting house, cleaning house or yard
3. Collecting toys or food for a Drive
4. Helping set up Christmas decorations at local parks
5. Babysitting (unpaid)
6. Humanitarian efforts local, out of state or out of country

Pacific Grove High School Community Service Verification Form

Student Name _____ Class of _____

Description of Service Performed (what did you do)

Name of Organization/Group _____

Date(s) of Service _____

Number of Hours Worked _____

Supervisor (print Name) _____ Phone _____

I certify that this student has completed the above community service:

Signature of Supervisor _____