

## COMMUNITY SERVICE GUIDELINES

Each student at Lincoln-Sudbury Regional High School is required to perform a minimum of 15 hours of community service from the summer following 8th grade to the start of 12th grade. The community service requirement may be satisfied by participation in a single activity or a combination of activities. Students may view the MLK Action Project website for a list of pre-approved activities or consult the MLKAP office for suggestions. Students are also encouraged to propose their own community service projects but must get pre-approval from the MLKAP office to ensure that credit will be given.

As our students engage in meaningful service activities, their concept of "community" is enlarged. Venturing beyond their home communities, they not only learn new skills, assume responsibilities, and become aware of others' needs, but also they come to see "others" as part of their community. For this reason, we especially encourage activities involving social justice work and/or direct outreach to disadvantaged groups. We also encourage students to work on environmental and animal-based causes, to foster an awareness of the physical world, its needs, and their stewardship of it.

### **Community Service Activity must Conform to the Following Guidelines.**

1. **COMPENSATION:** C.S. must be performed WITHOUT COMPENSATION to the student.  
Compensation includes: financial, academic credit, court ordered, training/skill development leading to future financial compensation (ex: CIT's, counselor-in-training, internships ).
2. **AFFILIATION:** C.S. has some institutional or organizational affiliation, OR it results in a service to at least one person other than the student, or the student's relative, and is generally of benefit to the community at large. ( Many, but NOT all government, charitable and non-religious IRS-ruled non-profit organizations may qualify as community service providers. Example of a non-qualifying non-profit: private schools).
3. **POLITICAL:** Campaigning or work, as per regulations of 501(c)(3) organizations. does not qualify.  
Qualifies: non-partisan voter registration, non-partisan voter education  
Does Not Qualify : political campaigning or fundraising for a particular party, candidate, or issue viewpoint.
4. **FUNDRAISERS:** Events such as walks, runs, or relays qualify only if the student shows that he or she personally raised money for the cause. The standard walk time will be counted but not the time gathering pledges or traveling to the event.
5. **BENEFITS:** Performances (music, theatre, dance) for allowable benefits/ fundraising may not include prior preparation time ( rehearsal/practice time for event ) or drive time. It may include setup and breakdown on day of performance.
6. **RELIGIOUS GROUPS:**  
Work done WITH a religious institution serving the community at large qualifies.  
Ex: building/repairing homes for needy, fundraising for food pantries, clothing drives, soup kitchens, painting a religious building, landscaping.

\*Exception: Community service hours required by the religious institution, for example confirmation requirements, would not qualify for L-S Community Service hours unless they are hours exceeding the institution's required hours.

Work done directly FOR a religious institution: religious ceremonies, services, education, proselytizing, or fund- raising does not qualify.

Ex: Choir, teaching religious classes, baby sitting for people attending services, decorating a facility for religious festivals, religious-based camps, retreats do not qualify.

#### 7. ACADEMIC DAY:

Activities that students are engaged in outside of class time, but during the school day, that they would like community service credit for, should be approved prior to the work to ensure credit.

### **Guidelines for Earning Community Service Credit**

- A. First, a student should review the material covered in this document, then view the MLKAP website for the growing list of pre-approved activities. If an activity is not on the approved list, the service must meet the prior definition, and the student must get approval from an adult MLKAP coordinator before beginning the activity.
- B. Community service must be verifiable from information provided on the Community Service Form. Parents, guardians or relatives may NOT sign as the service supervisor. The newest form must be used. Community Service Forms may be downloaded from the MLKAP Website. [www.lsrhs.net/activities/MLK/MLKHomepage.htm](http://www.lsrhs.net/activities/MLK/MLKHomepage.htm)
- C. The Community Service Form must be complete, LEGIBLE and turned in to the MLKAP office within 90 days of completing the service. Incomplete forms delay processing. The form must be signed by the project supervisor, and the supervisor must enter the number of hours the student worked on the project (Remember, transportation, rehearsal and pledge-soliciting time do NOT count toward service hours). Sometimes students need to track hours for other reasons (ex. college, scholarships ), so students are encouraged to turn in any hours over the required 15, and the MLKAP office will keep track of them. Forms should be turned in to the MLKAP office C344.
- D. The Community Service TIMELINE REQUIREMENT must be met:
  - By START of 10th grade complete 5 hours or more
  - By START of 11th grade complete 10 hours or more
    - \* No 11th grader will be eligible for a Max. Ed. card without having completed 10 hours or more.
  - By START of 12th grade complete 15 hours or more
    - \* No 12th grader will be eligible for a parking permit if full requirement is not met.

Any exceptions to the above definition and guidelines can be made only with the prior approval from the MLKAP office (C344).

## **Frequently Asked Questions about the Community Service Requirement**

### **How do I find a community service placement?**

See the growing list of pre-approved activities on the MLKAP website. Additionally, the bulletin board outside the MLKAP office lists various opportunities that arise throughout the school year. Students can sign up at the MLKAP office for some activities; they can also speak to an MLKAP coordinator for other suggestions. Remember, if the activity is not on the pre-approved list, to get approval for your project before beginning it to ensure qualifying for service hours. [www.lsrhs.net/activities/MLK/MLKHomepage.htm](http://www.lsrhs.net/activities/MLK/MLKHomepage.htm)

### **What if I want to design my own Community Service project?**

Students are encouraged to design their own community service placements, or to create their own projects, but must get pre-approval from the MLKAP office to ensure that credit will be given. Participating in, or organizing, a project alone or with friends, or with a group such as a club, team, or class, is welcomed. Students may employ their own talents, interests, and imaginations to create individual service projects.

### **How do I go about arranging to perform my service?**

Students performing service through the MLK Action Project should sign up at the office and find information there about where to go and when. Students who make their own arrangements for a service activity should contact the individuals or organizations to arrange for dates and times.

### **When can I perform my Community Service hours?**

A student should complete the minimum of 15 hours of service by start of 12th grade year. Many students choose to perform much more than the minimum requirement. Community service can be performed during the school day, after school, evenings, weekends, and during the summer. It can be done on a regular, on-going basis for some length of time, or as a project in which a lump sum of hours is completed in a shorter time.

### **What if I transferred in to LS after 9th grade?**

A transfer student, with documentation of service completed at his/her prior school, may transfer up to 10 hours of service.

A 10th grade transfer must fulfill the 15-hour requirement by start of 12th grade.

An 11th grade transfer student must perform 10 hours of service by start of 12th grade.

A 12th grade transfer student must perform 5 hours of service.

### **Who are the adult MLKAP coordinators? Where do I find them?**

Check the MLKAP website for the list adult coordinators handling Community Service [www.lsrhs.net/activities/MLK/MLKHomepage.htm](http://www.lsrhs.net/activities/MLK/MLKHomepage.htm)

