

New Dimensions High School

VOLUNTEER LOG SHEET

Name _____ Month _____

Please record all hours of volunteer service given at school, service organizations or at any not-for-profit work site.
The student should seek prior approval before performing volunteer service to assure that the volunteer hours are acceptable.

Date Mon/Day Year	Volunteer Work Area <u>Supervisor Name</u> and Work Location	Hours Served <small>Round to 1/2 hr</small>	Adult Verification <u>Supervisor Signature</u> and Phone Number	NDHS <small>Coord/Admin Prior Approval</small>
Total Hours Listed Above			Initials for final approval of all volunteer service shown above and hours indicated to the left ...	

General Guidelines for Volunteer Service Hour Credit

1. All services must conform with the policies of the Board of Directors of New Dimensions High School.
2. Student volunteer service hours may be earned in both the school and or the community
3. Services for which a student or an organization that a student belongs to receives financial/or other substantial compensation will not be counted. This would include revenues from ticket sales or donations. For example, participation in a car wash sponsored by a club would not count as community service. An exception to this guideline would be if the organization is donating the profits (less expenses) to a bonafide charity. Another example, the school chorus puts on a performance at which admission is charged and all of the proceeds less the cost of cleaning their uniforms is donated to a charitable organization.
4. Participation in and travel to theatrical musical performances, festivals or community events will count as service hours if both (a) and (b) below are met:
 - A. The performance meets an identified community service need.
 - B. The performance is not a fundraiser for the organization nor the student is paid, or receives academic credit. For example, students participating in the Florida Youth Orchestra or school bands/orchestras may receive hours for performing at a retirement home, charitable and civic events or for a non-profit agency.
5. A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. For example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a drama club production and earn service learning hours.
6. Rehearsal and practice time (outside of school hours) will count for volunteer service hours if the projects to be performed or conducted are specifically to meet a community service need.
7. Service learning hours documented for community service as part of **non-credit** granting workshops, programs or conferences **will count** as volunteer service.
8. Fundraising activities for non-profit charities will count as volunteer service hours as long as the student is not volunteering for an organization that benefits the school (i.e. a booster club fundraiser). For example, a high school student government may hold a candy sale and donate all of the profits to the Osceola Project to Cure Paralysis. However, the conduct of the project including depositing the money in the school account must be in accordance with school policies. Service hours may not be earned based on the amount of funds raised or products sold.
9. Volunteering at events or programs sponsored by governmental agencies will count. For example, students serving as an usher at public institutions such as the Osceola Center for the Arts or the City of Kissimmee Civic Center, and working with Community Vision are eligible to receive service learning hours.
10. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours. An example would be working as a volunteer in a local hospital.
11. Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a doctor, lawyer or dentist only when "pro bono" work is being performed. For example, if a doctor volunteers to give physical examinations to school athletes, a student may assist and earn service hours.
12. Service performed as part of a volunteer staff at non-profit athletic or music camps for no financial compensation will count as volunteer services hours.
13. Time out of class may not be used for hours, however a maximum of five (5) volunteer hours per week can be earned by participation in an organized, supervised and approved peer tutoring program in which the tutoring takes place when school is in session. However, the tutoring sessions cannot take place during any of the tutor's academic classes.
14. Service hours will be awarded for students volunteering on political and issue campaigns. To receive service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive service learning hours for volunteering on the political campaign of a school board employee or in school board elections. Students are not eligible to receive service learning hours for campaigning or being engaged in political activities during the school day and on school campuses.
15. Students may receive volunteer hours for helping at religious institutions as long as those hours do not include participation in a religious service, teaching religion or proselytizing. For example, a student **is not** eligible for service learning teaching Sunday school, ushering, singing in the choir or serving as an altar server. However a student **may receive** service hours for assisting in landscaping, clean up days or volunteering in the day care center. In addition, students serving as teen aides (i.e. copying materials, walking kids to bathrooms, assisting with supervision) are eligible for service learning credit as long as the student is not teaching religious studies.
16. In general, service rendered directly to a for profit institution or organization **WILL NOT** count. Volunteering at a "For Profit" summer camp does not qualify for service learning. Please note that the collection of a fee does not determine the "Not For Profit" status. The State of Florida issues a 501(c)(3) certificate to "Non Profit" organizations.
17. Service Learning Hours shall not be granted to students who volunteer at for profit summer camps (i.e. Volunteering at the YMCA, Camp Discovery, and Teen Extreme would be approved, while Martial Arts World Summer Camp would not). Students who volunteer at governmental sponsored or non-profit summer camps shall be eligible to receive Service Learning Hours for their work.
18. Service for a student's family or family business **WILL NOT** count.
19. Service performed as the result of disciplinary action taken by the school or the courts **WILL NOT** count.
20. Participation in campus or competitive activities such as athletics, plays, debate meets, etc. **WILL NOT** count.
21. Service performed as an academic requirement, other than that performed as part of the approved volunteer service learning courses **WILL NOT** count.
22. Babysitting, or similar services, performed for an individual family, **WILL NOT** count. Babysitting services that are for school related activities **WILL** count with prior approval.
23. Volunteer hours **may not** be certified by a family member or fellow student
24. Service hours **WILL NOT** be awarded for any in kind or monetary donations of any kind including canned food collections, toy collections, etc. For example, a service hour value cannot be established for the donation of a specific number of cans of food. The time spent collecting the cans of food (as long as it does not occur during the school day) can count.
25. The number of service hours that are earned **cannot be doubled** or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs.
26. Participation in self-improvement workshops, clinics, conferences or conventions will not count for volunteer hours. If workshops, clinics, etc. have a specific service component, the hours spent on that activity can count.
27. Hours spent helping others (who cannot be family members) in disaster preparations or clean up may count. In this instance, prior approval and any forms may be waived. A letter from the parent or guardian indicating that the volunteer service was performed with their permission must be submitted with the log sheet. For example, students volunteering their time to assist neighbors in putting up and taking down hurricane shutters will count towards service learning.
28. A student may receive service hours credit for the time spent donating blood at an off-campus facility or after school. Donation of blood during the student's school day will only qualify for service learning credit for the time spent making up missed work. A student who donates blood at a church/synagogue blood drive is also eligible for service learning credit.