

## **SCPA Varsity letter in Community Service**

**Requirements for earning the letter in service are below:**

**Students must submit their application of intent by the deadline--**October 1st of the school year the letter will be earned. Students must also sign the MSHSL eligibility form agreeing to follow appropriate behavior while performing service work.

**Students must complete 100 hours of service.** Hours completed cannot be compensated. Students cannot receive wages or gratuities for service.

**50% of hours completed must be through one organization.** The purpose of this requirement is for the student to show an ongoing commitment to one particular cause or organization.

**Students must maintain a record of service hours completed.** Recorded service hours need to show dates and times of service plus a brief description. Students also need to provide a running total of hours. These hours must be submitted in google classroom. Students must submit/update service hours quarterly. Failure to update hours may result in a letter not being earned.

**Students must provide 2 contacts as references for service work performed.** Students need to provide names, phone and email of 2 people that can verify the quality of service work performed. One of the references should be from the main organization earning 50% of hours. Students previously earning a letter in service must use different references than those used to earn previous awards. Reference information needs to be submitted to google classroom by the end of semester one.

**Students must submit a Reflection Piece.** This Reflection piece can be a journal of activities performed, an essay, an artistic work encompassing the service performed and impact on individuals or community. Students should submit their one page reflection in google classroom. The final reflection piece needs to be submitted by May 1<sup>st</sup>.

**Students need to submit photos or video documenting their service.** Make sure you have permission to submit photos from the service organization. Students should submit photos/videos in google classroom. Photos and/or video need to be submitted by May 1<sup>st</sup>.

**Students must create a presentation to be shared with SCPA students.** The brief 5-10 minute presentation should highlight their service project, the organization they chose to support, and describe the process of their work throughout the school year. The presentation can be with any age group at SCPA. The student must communicate the details of the presentation to the Service Coordinator prior to the presentation date. If students choose to use Advisory for their presentation, students need to email the name of their advisor and the date of their presentation to Ms. Vidlock before they present. The presentation must be completed by May 1st.

Any questions about eligible service hours or student expectations will be handled by the advisory council and the service coordinator. Advisory councils are faculty members that serve as advisory teachers per grade level.

All requirements need to be submitted on Google Classroom.

## **FAQs**

### **How do I record my progress?**

Students that hand in their intent to letter by the deadline (October 1st) will be enrolled in google classroom. Students must submit all requirements and review the expectations in google classroom. Failure to stay up-to-date with your progress may result in not receiving a letter for that school year.

### **Who can participate?**

Any SCPA student in grades 9-12. Students must be in good academic standing to be eligible. Students must follow the student code of conduct outlined in the student handbook in regards to appropriate character and behavior while representing SCPA during their volunteer service. Candidates that are not in good academic standing or have incident/behavior referrals will go through a review process by the advisory council to determine if they can continue pursuing their letter in service.

### **Can I use hours performed on a service-learning trip?**

Yes, hours spent working while on a service-oriented trip can be part of the documented hours. However, only hours of actual work performed and approved by a supervising adult on the trip will be counted. Hours spent on tourist activities, sleeping, or non-service projects do not count.

### **Can I count service hours towards the Letter in Community Service and towards the SCPA required service hours for graduation?**

Yes. The 10 hours (9th-11th grades; 20 hours for 12th grade) of service required for graduation can be counted towards the hours in Lettering in Service.

### **What are some examples of hours that would NOT count towards the Letter in Service?**

- Travel time to and from service project activities
- Unpaid internships and work experience (ie, training for a job soon to be paid)
- Paid internships or work that is compensated
- Volunteer hours that apply towards another Varsity Letter (team manager)
- Court mandated community service
- Service required for a SCPA course (Chamber Orchestra performing at a senior residence)

This is **not** an extensive list for qualifying service hours. For further information on qualifying service hours, see the Service Coordinator in the Upper School.

## **SCPA Varsity letter in Community Service**

**Sign and return this page to Karen Vidlock, Service Coordinator by **October 1st****

**Keep the first page for your information**

---

**I have read through the information on Lettering in Community Service. I understand the necessary qualifications and agree to follow the expectations outlined in this document. I understand that maintaining all requirements and submitting items on time in google classroom is my responsibility. I understand that if I fail to submit any requirements late or incompletely this may jeopardize my ability to earn the Letter in Service Award.**

---

Student Name (print clearly)

---

Student Signature

---

Date

---

I have read through the information on Lettering in Community Service. I understand the qualifications necessary for my child to be eligible for earning this award.

---

Parent Name (print clearly)

---

Parent Signature

---

Date

Service Coordinator: \_\_\_\_\_

Date Received: \_\_\_\_\_