

# Signature School

## Community Service Guidelines

***Signature School defines community service as an unpaid and voluntary experience that provides a learning benefit.***

- Students donate time and talent to non-profit causes, organizations, or groups from our list of community partners.
- Service can be educational, civic, or need-based in nature and is achieved through real, purposeful activities with meaningful outcomes.
- Students are encouraged to participate in a broad range of experiences to discover their interests/passions.

### Guidelines:

- A minimum of 25 hours of service per year is required.
- Incoming freshmen may start earning service hours the summer prior to freshman year.
- Students in 9<sup>th</sup> and 10<sup>th</sup> grades record their service on the Report and Reflection Form, which can be found on our website. A supervising adult (not a parent/guardian) must fill out the bottom portion of the form. Turn in forms in a timely manner (within the deadlines below) to the box on the 3<sup>rd</sup> floor.
- Students in 11<sup>th</sup> and 12<sup>th</sup> grades record their CAS hours (which includes their community service) on ManageBac software.
- Activities that a student benefits from personally (money, grade, credit, prestige, etc.) do not count.
- Service to organizations of which students are members are not valid. This rule pertains to school clubs, Boy/Girl Scouts, religious or church activities, performances, etc. Providing services through these groups (ex: serving meals at a homeless shelter with a club) is acceptable.
- If volunteering at a hospital, patient interaction is strongly encouraged but not required. Students may work in the gift shop.
- If volunteering at an assisted living facility, resident interaction is required (ex: filing in the office does not count).
- Service should take place with Signature Community Partners.
- If a student wants to serve with an organization that is not on the list of community partners, s/he will have to apply to the Community Service Committee before doing the service.
- Tutoring requires the adult supervisor to be the classroom teacher of the person being tutored or an organized afterschool program like Patchwork Central or the YMCA.
- Copies of all forms are on the website: [www.signature.edu](http://www.signature.edu).

### Deadlines:

- All hours completed between April 1 of the previous school year and November 30 of first semester must be turned in by **December 1 at 5:00 PM Central Standard Time (CST).**
- All hours completed between December 1 and March 31 of second semester must be turned in by **April 1 at 5:00 PM CDT.**

Please email Signature School's Community Service Coordinator, Mrs. Erin Atkinson, at [erin.atkinson@signature.edu](mailto:erin.atkinson@signature.edu) with questions about community service guidelines for freshmen and sophomores.