

American Heritage / American Academy

SERVICE REQUIREMENTS FOR GRADUATION

Dear High School Student:

Part of your mission and responsibility during your high school years at American Heritage / American Academy is to donate a minimum of **120 service hours** to either our school or to the community at large. Your service hours are a graduation requirement. Without your completed, submitted, and verified hours, you **WILL NOT** receive your high school diploma. You must complete your **120 service hours** by May 1st of your senior year.

The following guidelines and procedures were designed to help you not only to understand your obligation, but also to create an achievable plan throughout your four years of high school. Please be careful when building your service hours, as some types of service may not receive credit. If you have any questions, please send an e-mail to communityservice@ahschool.com.

Note that all service hours earned from the summer before grade 9 through May 1st of grade 12 count toward your total service hours and toward the 75 hours needed for the Florida Bright Futures Scholarship. You may also include your service hours on your resume for college applications.

It is your responsibility to adhere to the guidelines and procedures at all times. Make sure your service is positively changing a life, and remember to represent American Heritage proudly!

Sincerely,

Guidance Department of American Heritage / American Academy

*No expensive tag, no beautiful wrap, just you and your time **CAN** change a life!*

THE RULES

GUIDELINES:

- You must perform your service hours on your own time.
- You may **NOT** receive any kind of compensation (money, gifts or benefits).
- Your service hours may be performed at any of the following institutions:
 - ✓ A non-profit organization
 - ✓ A school
 - ✓ A hospital
 - ✓ A retirement community

TIME FRAME:

- You are urged to distribute your service hours throughout your four years of high school, making a practice of ongoing service to others (e.g., 30 hours per year).
- You may perform your service hours from the summer prior to grade 9 to May 1st of grade 12.
- Your **120 service hours** must be completed no later than May 1st of senior year, or you **WILL NOT** receive your high school diploma.

PROCEDURE:

- ✓ Pick up a 2-ply service form from the Upper School Office.
- ✓ Complete the entire form, including your signature and/or your parent(s)/guardian(s) signature. (Print legibly.)
- ✓ Submit your form to the Upper School Office within three months of the original date the service was provided.
- ✓ Wait for the secretary to initial the form and return your copy to you.
- ✓ **Retain a copy for your records.**

WHAT TO DO

HOW YOU CAN BUILD YOUR SERVICE HOURS:

You may volunteer at American Heritage / American Academy by:

- ✓ Tutoring Peers
- ✓ Donating Blood
- ✓ Assisting with Summer Camp
- ✓ Helping with Sporting Events
- ✓ Assisting with Theater Productions, etc. (Please see what not to do for specific details.)

A school official must sign your Community Service sheets for these hours.

You may volunteer in the Community by:

- ✓ Choosing a community service project that meets school guidelines.
- ✓ Finding a volunteer opportunity by visiting the following web sites:
www.volunteerbroward.org
www.servenet.org
- ✓ Looking through the Community Service Binder in the Guidance Office.
- ✓ Reading the Bulletin Board in the Guidance Office.
- ✓ Volunteering through clubs, such as the Key Club which is dedicated to linking students to community service opportunities.

You may be eligible to perform service hours in other areas approved by the Service Committee. If you have questions, please e-mail communityservice@ahschool.com.

HOW YOU CAN GO ABOVE AND BEYOND:

You may receive recognition at graduation by:

- ✓ Submitting documentation **NO LATER** than May 1st of senior year.
- ✓ Completing the following service hours during your high school years (grades 9 through 12).
250 or more hours = Gold Cord
500 or more hours = Black & Gold Cord

WHAT NOT TO DO

COMMUNITY SERVICE THAT DOES NOT COUNT!

- Service performed for your family
e.g.: Providing lawn services at your uncle's house.
- Service performed for a profit-making organization, except for institutions like schools, hospitals or retirement communities
e.g.: Clerical services rendered at a privately owned law firm.
- Volunteer work done to promote a particular religious or political point of view or person
e.g.: Working for a political campaign.
e.g.: Teaching religious school or Sunday school.
- Rehearsal and practice time
e.g.: Singing in a church choir.
e.g.: Performing in a school play.
- Participation in performances, festivals or competitions unless:
 - ✓ your participation is voluntary and
 - ✓ the service is not part of a class requirement and
 - ✓ the performance meets an identified community service need and
 - ✓ there is no admission fee collected and
 - ✓ neither your organization nor the sponsoring organization receives any form of payment
- Fund raising, except for specific, pre-approved, non-profit charities
- Service rendered as a prerequisite for employment
- Attendance at self-improvement workshops or conferences
- Service performed as a result of disciplinary action issued by the school or courts