

Facts and Guidelines

What is Civic and Service Learning?

Service Learning is a direct link between you, your school, and your community. It is an opportunity for you to learn skills and knowledge by doing community service projects. It is a way to:

- Get your voice heard on what matters in your community and what problems should be addressed.
- Learn effective problem-solving, critical thinking, and project management skills.
- Strengthen your academic and social skills.
- Make academic content more relevant and practical. You get to use what you're learning!
- Learn about potential careers by completing a project in collaboration with a community organization.
- Meet amazing people that you wouldn't ordinarily get to meet. They'll stretch the way you think about the world.
- Gain a sense of accomplishment. You too can help change the world!
- Do something good for your community and for yourself.

What are the Graduation Requirements?

- Every high school student must complete 40 hours of Civic and Service Learning in order to graduate. This must take place between your 9th and 12th grade years. Summer projects will count, but they must be approved.
- You can work 10 hours per year, or do all 40 hours during one year. You can do any combination of hours you choose. Most students will earn far more than the required 40 hours and are encouraged to do so, if they want.
- If you move to an (AUHSD) school in your sophomore year you must complete 30 hours, in your junior year 20 hours and in your senior year 10 hours.
- All of these requirements start with the graduation **Class of 2020**.

What Types of Service are Acceptable?

- There are many service clubs under the direction of the Activities Director at your school. This is a way for you to get involved at school and to earn service hours.
- Service events, where volunteers are needed, are posted on the District's service learning platform. The District-wide **Serv-a-thon** is good example of this. You may want to help your school plan and implement *Red Ribbon Week*, *The Great American Smoke Out*, *Digital Citizenship Week*, or *Steam-A-Palooza* activities. These are just a few of the annually scheduled activities that could use volunteers.
- Some of you may identify a need in the community and want to design your own service project. These projects require parental knowledge and permission. This is a chance for you and/or your family to partner to make a difference in the community. Examples might be to gather blankets for the homeless or advocate for a community garden, etc. You will need pre-approval from your counselor and completion of the documentation before you start the project.
- If you are already involved with a community group that performs service, like scouting projects in the community, or religious organizations conducting community projects, you can use these hours towards the 40 hours. Examples would be an Eagle Scout Project, or working in a soup kitchen, or helping Habitat for Humanity. You will need pre-approval from your counselor and completion of the documentation before you start the project.
- Some teachers will integrate project ideas into classroom instruction. This will be one possibility for you to fulfill service hours (but is not required of your teachers).
- All summer civic and service learning activities need the approval of your counselor before the hours are served.
- Training hours for non-profit organizations do count towards your 40 hour requirement.
- Some agencies require training hours, but usually want a commitment of a semester or even a year if they are going to do extensive training. Ask questions! For example, if you want to be a candy striper and the hospital requires 40 hours of training.
- **There will always be exceptions.** Be sure to talk to your counselor if you have a unique opportunity.

What Civic and Service Learning Opportunities Are Available?

- The district has partnered with Unite-4-Good and Do More 4: Good. Both are non-profit organizations. Together, the District hosts a service learning platform that posts both school-specific, and District-wide, volunteer opportunities.
- The District service learning platform lists the event title, event description, the venue and its address, start and end times, what type of service is needed, the

number of service learning hours awarded to the event, and how many students may participate.

- If the civic and service learning project is off-campus, the student is responsible for arranging transportation. If you do not have transportation, please choose a project that can be completed at your school site or in your local community.
- Club advisors, counselors, administrators, or teachers hosting an event are the event moderators. Moderators enter the event information into the service learning platform and are responsible for managing the student sign-ups, attendance, and verification of the completed service hours for the event.

What are the Restrictions?

- You may not work for profit-making businesses, even if you do not receive any pay.
- You may not work in private homes or single-proprietor businesses.
- Your relatives may not sign for your service learning hours (Even if they own or work for a non-profit organization).
- You may not work with religious organizations if it involves recruiting people for the religion, or if it only involves attendance at regular services.
- You may not count participation in school sports or other extra-curricular activities unless one of these school groups designs and implements a service learning project.
- You cannot receive civic and service learning credit for being a student aide.
- You may not receive credit for artistic performances unless you perform at a convalescent home, hospital or other community function as certified by your teacher or club advisor. Then only the performance hours count.
- Family-operated day care homes are not allowed. Licensed child-care facilities that have volunteer programs in place are allowed.

What is a Civic and Service Learning Portfolio?

- All your service hours will be logged through the service learning platform into your personal civic and service learning portfolio.
- After the civic and service learning hours have been completed, you will be required to post a written reflection on the experience in your portfolio. This completed reflection will then automatically award the designated hours into your civic and service learning portfolio.
- You may earn a maximum of eight hours service in any 24 hour period.
- Your counselor will periodically receive updates on the number of civic and service learning hours you have earned toward graduation.