



Santa Fe High School

Guidance Department

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GUIDELINES FOR COMMUNITY SERVICE

REMINDER: 75 hours must be completed for Bright Futures Academic Scholars Award

1. Decide where you would like to perform your community service. If you need suggestions, refer to the Agency List.
2. Register your intent to pursue Community Service hours with your guidance counselor. Parent (or legal guardian), agency contact and guidance counselor signatures are required prior to beginning the community service.
3. It is your responsibility to maintain an official record form (Community Service Log) of your hours and have it signed by the agency when you have completed your hours. You may list more than one agency on the record form if you have volunteered at more than one agency.
4. The record of your hours must be turned in to your guidance counselor within ten days of the end of the semester during which the community service was performed, **or it will not count**. Community service performed over the course of two semesters will require two record forms, one for each semester, turned in within ten days of the end of the semester during which the community service was performed. Community service performed during the summer should be turned in within ten days of the fall semester start date.
5. Community service projects must be of a non-hazardous nature.
6. You, or the business, or agency for which you volunteer, may not receive compensation (money, academic credit, grades, etc.) of any kind for services performed.
7. You may not receive community service hours for anything done during school hours on days school is in session.
8. You are expected to follow all Code of Student Conduct rules (except cell phone policies, where appropriate), and dress appropriately for the task being performed.
9. Your parent (or legal guardian) may not serve or sign as your activity supervisor.