

# Hoppatcong High School



# Community Service Manual

# COMMUNITY SERVICE REQUIREMENT

## For the Class of 2018 & beyond

Hopatcong High School has committed to partnering with the Hopatcong community to create a community service program that allows students to volunteer within the community while earning credits toward high school graduation. Students in the graduating class of 2018 and beyond are required to participate in independent volunteer work for high school graduation credit.

### Program Requirements:

1. All students in the Class of 2018 and beyond must fulfill this requirement.
2. Service may not be done for family members or financial gain.
3. Each year, community service must be logged and verified by the student using the *HHS Volunteer Record Form*.
4. Each year, community service must be pre-approved and verified by the student's guidance counselor prior to beginning the volunteer work.
5. Once the community service is approved, the student must get their community service advisor, contact person, or organization representative to complete the *HHS Community Service Commitment Form* and submit it to the student's guidance counselor prior to beginning the volunteer work. This is must be done each year.
6. By **June 1** of each year, the guidance counselor will verify that the student completed 10 hours of community service. This procedure will continue for four years to accumulate and record the community service requirement of 40 hours.
7. Upon completion of 40 volunteer hours (10 hours per year), 2.5 credits will be granted for graduation. New students are required to complete 10 hours for each year in the district.
8. A grade of Pass/Fail will be earned and will not be included in GPA calculation or class rank.
9. Each student must participate in 10 hours of community service during each school year.
10. All required documents are available at [www.hopatcongschools.org](http://www.hopatcongschools.org) click on the academics tab for more information.

# Hopatcong High School

## Student Directions for Community Service Hours

### Student/Parent Responsibilities

1. Meet with your School Counselor to brainstorm ideas on how to fulfill your community service hours.
2. Print out the *HHS Community Service Commitment Form*.
3. Find a community organization to complete your volunteer hours. You are required to participate in 40 hours of volunteer work per school year. By the end of your senior year, you must have earned 40 hours of community service.
4. Complete your part of the *HHS Community Service Commitment Form*.
5. Have your parents/guardian complete their part of the form.
6. Have the community organization you are working for complete their part of the form.
7. Submit the completed *HHS Community Service Commitment Form* to your School Counselor.
8. Participate in your community service hours and record all hours and dates on the *HHS Volunteer Record Form*.
9. Submit your *HHS Volunteer Record Form* to your School Counselor.

# HHS Community Service Commitment Form

## A. Community Approval

Organization Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Volunteer Work Description: \_\_\_\_\_

Date(s) of Service:

\_\_\_\_\_

Time of Service: \_\_\_\_\_ Total Service Hours: \_\_\_\_\_

*\*\*\*\*\*My signature verifies that the student listed below has fulfilled community service hours as per the guidelines for Hopatcong High School.*

Advisor/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## B. Student Commitment

*\*\*\*\*\*My service hours will be earned according to the guidelines required by Hopatcong High School.*

Student Name: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduating Class Year : 20\_\_\_\_\_

## C. Parent Approval

*\*\*\*\*\*I approve this community service project for my child*

Parent Name: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## D. School Counselor Approval

*This project, as indicated above, meets the requirements for Hopatcong High School's community service hour's requirement.*

School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Hopatcong High School  
P.O. Box 1029  
Hopatcong, NJ 07843

973-398-8803  
(f): 973-398-9048  
[www.hopatcongschools.org](http://www.hopatcongschools.org)

Date	Activity	Hours	Advisor Signature

Student Name: \_\_\_\_\_



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

Dear Community Organizations,

Hopatcong High School has committed to partnering with the Hopatcong community to create a community service program that allows students to volunteer within the community while earning credits toward high school graduation. Students must complete 10 hours of volunteer service per year throughout their four years of high school. Volunteer service may not include service to family members, relatives, or for personal financial gain.

Prospective students will contact you asking to fulfill their community service hours with your organization. We ask your assistance in providing us feedback on our students' performance. Students will need your signature on the HHS Community Service Commitment Form. Please complete your section of the form.

Thank you in advance for your time, commitment, and assistance in helping our students develop their talents by giving back to others. If you have any questions, please contact the high school guidance office at 973-770-8861

Sincerely,

The Hopatcong High School Guidance Department

# Hopatcong High School Suggested Community Service Organizations

<u>Organization</u>	<u>Category</u>	<u>Phone</u>	<u>Website</u>	<u>Email</u>
Lake Hopatcong Yacht Club	Club		<a href="http://www.lhyc.com">www.lhyc.com</a>	
Celebrate the Children School For Autism	Education	973-989-4033, x150		
Community Food Bank	Non-Profit	908-355-3663	<a href="http://www.cfbnj.org">www.cfbnj.org</a>	
HEPTO	Education		<a href="http://www.hopatcongschools.org">www.hopatcongschools.org</a>	
HHSPTSO	Education		<a href="http://www.hopatcongschools.org">www.hopatcongschools.org</a>	
HMSPTSO	Education		<a href="http://www.hopatcongschools.org">www.hopatcongschools.org</a>	
Hackettstown Hospital	Health Services	908-852-5100	<a href="http://www.hrmcnj.org">www.hrmcnj.org</a>	
Heath Village Retirement Community	Nursing Home		<a href="http://www.heathvillage.com">www.heathvillage.com</a>	
House of the Good Sheperd	Nursing Home	908-852-1430	<a href="http://www.hotgs.org">www.hotgs.org</a>	
Knoll View	Nursing Home	973-726-0520	<a href="http://www.knollproperties.org">www.knollproperties.org</a>	
Merriam House	Nursing Home	973-383-1185		
Merry Heart Nursing Home	Nursing Home	974-584-4000	<a href="http://www.merryheart.com">www.merryheart.com</a>	
Newton Medical Center	Health Services	973-383-2121	<a href="http://www.nmhnj.org">www.nmhnj.org</a>	
St. Clare's Hospital - Dover	Health Services	973-989-3000	<a href="http://www.saintclares.org">www.saintclares.org</a>	
Daily Record "Calling All Volunteers"	Media		<a href="http://www.dailyrecord.com">www.dailyrecord.com</a>	
American Red Cross	Non-Profit		<a href="http://www.redcross.org">www.redcross.org</a>	
Center for Prevention Center	Non-Profit	973-383-4787	<a href="http://www.centerforprevention.org">www.centerforprevention.org</a>	

Dasi - Food Pantry	Non-Profit	973-579-2386	<a href="http://www.dasi.org">www.dasi.org</a>	
Hopatcong Boy Scouts Troop 88	Non-Profit		<a href="http://www.hopatcongpact88.org">www.hopatcongpact88.org</a>	
Hopatcong Cub Scouts Pack 194	Non-Profit		<a href="http://www.hopatcongpact194.org">www.hopatcongpact194.org</a>	
Hopatcong Cub Scouts Pack 88	Non-Profit		<a href="http://www.hopatcongpact88.org">www.hopatcongpact88.org</a>	
Hopatcong Environmental Commission	Non-Profit	973-770-1200 Opt 4	<a href="http://www.hopatcong.org/environmental">www.hopatcong.org/environmental</a>	<a href="mailto:Hopatcongenviromnetalcomm@yahoo.com">Hopatcongenviromnetalcomm@yahoo.com</a>
Hopatcong Municipal Alliance	Non-Profit	973-770-1200	<a href="http://www.hopatcong.org">www.hopatcong.org</a>	<a href="mailto:hopatcongmunipalalliance@yahoo.com">hopatcongmunipalalliance@yahoo.com</a>
Hopatcong Pound Project	Non-Profit	973-398-0550	<a href="http://www.hopatcongpoundproject.com">www.hopatcongpoundproject.com</a>	<a href="mailto:hopatcongpoundproject@hotmail.com">hopatcongpoundproject@hotmail.com</a>
Hopatcong Seniors	Non-Profit	973-770-2701	<a href="http://www.hopatcong.org">www.hopatcong.org</a>	
Hopatcong Woman's Club	Non-Profit		<a href="http://www.freewebs.com/hwcnj">www.freewebs.com/hwcnj</a>	
Interfaith Food Pantry	Non-Profit	973-538-8049	<a href="http://www.mcifp.org">www.mcifp.org</a>	
Jersey Cares	Non-Profit		<a href="http://www.jerseycares.org">www.jerseycares.org</a>	
Knee Deep Club	Non-Profit		<a href="http://www.kneedeepclub.org">www.kneedeepclub.org</a>	
Lake Hopatcong Foundation	Non-Profit	973-663-2500	-	
Lake Hopatcong Historical Society	Non-Profit	973-398-2616	<a href="http://www.lakehopatconghistory.com">www.lakehopatconghistory.com</a>	
Lenape Valley Kiwanis Club	Non-Profit	973-398-0900 Patricia Stepanian		<a href="mailto:Lenapekiwanis@optonline.net">Lenapekiwanis@optonline.net</a>
St. Huberts Animal Welfare	Non-Profit	973-514-5920	<a href="http://www.noahsark.org">www.noahsark.org</a>	
Pass It Along	Non-Profit	973-726-9777	<a href="http://www.passitalong.org">www.passitalong.org</a>	
Project Self-Sufficiency	Non-Profit	973-940-3500	<a href="http://www.projectsselfsufficiency.org">www.projectsselfsufficiency.org</a>	
SCARC	Non-Profit	973-383-7442	<a href="http://www.scarc.org">www.scarc.org</a>	
Sussex County Food Lock	Non-Profit	973-383-3600		



Sussex County Habitat for Humanity	Non-Profit	973-948-4850	<a href="http://www.sussexcountyhfh.org">www.sussexcountyhfh.org</a>	
Sussex United Way	Non-Profit	973-579-3040	<a href="http://www.unitedwaynnj.org">www.unitedwaynnj.org</a>	
The Salvation Army Food Pantry	Non-Profit	973-539-2700	<a href="http://www.use.salvationarmy.org/use/www_use_nj.nsf">http://www.use.salvationarmy.org/use/www_use_nj.nsf</a>	
Volunteers of Morris County NJ	Non-Profit		<a href="http://www.vmcnj.org">www.vmcnj.org</a>	
Hopatcong Hawks Basketball	Recreation		<a href="http://www.hopatcong.org/hawks/default.htm">www.hopatcong.org/hawks/default.htm</a>	
Hopatcong Little League	Recreation		<a href="http://www.hopatconglittleleague.net">www.hopatconglittleleague.net</a>	
Hopatcong Soccer Club	Recreation		<a href="http://www.eteamz.com/hopatconghawkssoccerclub1/">www.eteamz.com/hopatconghawkssoccerclub1/</a>	
Hopatcong Warriors	Recreation		<a href="http://www.hopatcongwarriors.org">www.hopatcongwarriors.org</a>	
Wildcats Basketball/Competition Cheerleading	Recreation	973-908-1282		<a href="mailto:hopatcongwildcatscheer@gmail.com">hopatcongwildcatscheer@gmail.com</a>
Byram Bay Church	Religious	973-398-1715		<a href="mailto:revskjakma@optonline.net">revskjakma@optonline.net</a>
Full Life Assembly of God	Religious	973-398-1400	<a href="http://www.fullifeag.org">www.fullifeag.org</a>	<a href="mailto:office@grace4families.com">office@grace4families.com</a>
Grace Church	Religious	973-347-0667	<a href="http://www.grace4families.com/">http://www.grace4families.com/</a>	
Lake Hopatcong Jewish Community Center	Religious	973-398-8700	<a href="http://www.lhjcc.org">www.lhjcc.org</a>	
Our Lady of the Lady R.C.Church	Religious	973-398-0240		
St. Jude RC Church	Religious	973-398-6377	<a href="http://www.stjudehopatcong.org">www.stjudehopatcong.org</a>	
St. Michael's Church	Religious	973-347-0032		
Star of the Sea R.C. Church	Religious	973-663-0211		
West Side Methodist Church	Religious	973-398-0846	<a href="http://www.hopatcongwestsideumc.org">www.hopatcongwestsideumc.org</a>	
Defiance Engine Co. #3	Service	973-398-0030	<a href="http://www.hopatcongfire3.com">www.hopatcongfire3.com</a>	<a href="mailto:westoffice@optonline.net">westoffice@optonline.net</a>
Hopatcong Ambulance Squad	Service	398-398-5600		
Hopatcong Fire Fighters	Service	973-398-0062	<a href="http://www.hopatcongfiredepartment.org">www.hopatcongfiredepartment.org</a>	<a href="mailto:chief@hopatcongfiredeparment.org">chief@hopatcongfiredeparment.org</a>
Hopatcong Hills Fire & Rescue Co. #4	Service	973-398-1612		
Hopatcong Community Garden	Service	862-243-2201	<a href="http://www.hopatcongcommunitygarden.org/">http://www.hopatcongcommunitygarden.org/</a>	

Lake Hopatcong Sail & Power Squadron	Service		<a href="http://www.lhsps.com">www.lhsps.com</a>	
Northwood Engine Co. #2	Service	973-770-1929		
Police Explorers	Service	973-398-5000x247	<a href="http://www.hopatcongpolice.org">www.hopatcongpolice.org</a>	
Sussex County Farm & Horse Show	Community			<a href="mailto:sussexcountyhorseshow@gmail.com">sussexcountyhorseshow@gmail.com</a>