

Hopatcong 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 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

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