

PROGRAM GUIDELINES  
COLLEYVILLE HERITAGE HIGH SCHOOL  
COMMUNITY SERVICE AMBASSADOR PROGRAM (CSAP)

*Coordinated on behalf of CHHS by the Volunteer Community Service Ambassador Board  
with support from the CHHS Counseling Office*

**What is the CHHS Community Service Ambassador Program & Who should participate?**

The program is designed to encourage ***all*** 9<sup>th</sup>-12<sup>th</sup> grade CHHS students to serve their community by performing at least 100 hours of approved community service. Students meeting this requirement will be recognized as Community Service Ambassadors upon graduation, and will be eligible to purchase a special cord for their graduation robes.

Students who volunteer 40 hours/year for two consecutive years will earn a school letter jacket and/or Community Service Ambassador Patch. Students will be notified via interschool mail or email with details on purchasing the letter jacket and/or patch.

**How does the process work?**

Pick up a yellow Community Service Ambassador Program Student Log (Hours Log) from the Counseling Office or download a form from the CSAP Website.

<http://www.gcisd-k12.org/site/Default.aspx?PageID=6260>

- ❖ Volunteer for any 501c3 (not for profit) organization, hospital, nursing home or CSAP Board approved organization beginning the summer after 8<sup>th</sup> grade. If you are unsure, just ask the organization. They will know if they are a registered 501c3 and should be able to provide documentation.
- ❖ Fill out the Hours Log ***accurately, legibly and completely***
- ❖ Record the full name of the organization-NO ABBREVIATIONS
- ❖ Record no more than 10 hours per line and signature.
- ❖ Make a copy or take a picture of your card
- ❖ Place original completed card in the CSAP Redbox in counseling

Once a month during the school year, the CSAP Board (a volunteer group) meets to review and log all approved hours. If the CSAP Board has a question regarding submitted hours, a yellow letter of explanation will be delivered during school hours and/or a board member will make contact via phone. ***Students*** should address the concern timely or hours may be forfeited.

**What type of service qualifies as community service for CSAP?**

Only ***"HANDS ON"*** tasks performed without compensation ***for 501c3*** (not for profit) organizations, ***hospitals*** and ***nursing homes*** qualify for CSAP hours. **NO** social time, meals, sleep time or "double" hours\* should be submitted.

\*Sometimes an organization will offer to double a student's hours as an incentive for volunteering. i.e. 3 hands on hours are performed, but the organization will give the student 6.

### **Can a Transfer student participate in the program?**

Transfer students may participate in the program and hours requirements are prorated based on the year the student enters CHHS (i.e. sophomore – 75, Junior – 50, Senior – 25). Please write “TRANSFER STUDENT” on the first card submitted.

### **Is there a deadline for submitting hours?**

Hours must be submitted a minimum of once per year, but students are encouraged to turn in accumulated hours as frequently as possible during the year.

Only hours earned during the current academic year can be submitted. Current academic year is defined as the first day of summer break through the last day of the school year. 9<sup>th</sup>-11<sup>th</sup> grade students must turn in accumulated hours by the last day of each school year. 12<sup>th</sup> grade students are required to submit hours by March 31. **THIS IS A YEARLY DEADLINE NO EXCEPTIONS.**

### **What can a student do if there is a question about posted community service hours?**

It is the responsibility of the **STUDENT** to address any questions regarding service hours.

If hours are disallowed by the CSAP Board, a student may provide additional information to be reviewed by the Board. An appeal with supporting documentation can be placed in the Community Service RedBox or sent to [chhsscholars@gmail.com](mailto:chhsscholars@gmail.com). Make sure to include name, phone number and a description of the disallowed hours. Appeals will be reviewed during the regular monthly CSAP Board meeting. All CSAP Board decisions regarding the appeal are final.

### **Where are total approved service hours posted?**

Due to privacy laws, total service hours are not posted in any area that can be viewed by the public. Service hours are ***not*** posted on Skyward. The CSA Board prepares and submits a monthly spreadsheet with total approved hours to Counseling Office Reception. **Students** may call or stop by counseling to verify total approved hours or email [chhsscholars@gmail.com](mailto:chhsscholars@gmail.com). Once a student reaches the required 100 hours, their name is added to a list that states that. A link to that list is posted on the CSAP Website. Counseling cannot provide an explanation of disallowed hours only state the total approved hours on record. The **student** must contact the CSAP Board to address discrepancies.

### **What are some examples of community service hours that would be APPROVED?\***

The goal of the program is to volunteer in many areas of the community.

- ❖ Church and church support related activities - babysitting in the church nursery, mission trips up to 25 hours/trip, singing with your church choir, addressing envelopes for church mailing; volunteering during VBS, collecting blankets, canned goods, etc.
- ❖ Volunteering outside the student's scheduled school day, hours done after senior release (seniors must attach copy of schedule to verify.)
- ❖ Volunteering with Special Olympics including time volunteered during the school day.
- ❖ Teen Court - youth volunteer, must state on card that you are not serving as resolution for a ticket.

- ❖ Volunteer time for charity fundraiser, but not for individual's benefit (i.e. money for your SPECIFIC band or choir trip account). The hours must benefit the organization or school and not the individual. Final decisions will be made by the CSAP Board.
- ❖ Volunteer time to help in any **non-family** member's political campaign or school.
- ❖ Tutoring through National Honor Society, by teacher referral, or through approved after school program **without compensation**.
- ❖ Volunteer training orientations. i.e. Grapevine Heritage Foundation, Hospital Youth Programs, etc.
- ❖ Unpaid work with kids during district youth/athletic or 501c3 youth/athletic camps.
- ❖ **Hands on** work for any Girl Scout or Boy Scout projects (attach log of service hours on project including dates & hours).
- ❖ Volunteering for schools and school district sponsored activities.
- ❖ A partial list of acceptable organizations for which to volunteer can be found on the CSAP Website.

**What are some examples of service activities that would be DISALLOWED?\***

- 1) Any volunteer activity performed at **FOR**-Profit businesses/organizations.
- 2) Any activity for which you receive compensation or individual benefit.
- 3) Unapproved camps, work for coaches for a grade, team responsibility or to work off demerits.
- 4) Donations and cost of gifts.
- 5) Promised “double” service hours. i.e. if you volunteer 4 hands on hours you cannot count 8 hours because the organization for which you volunteered promised it. CHHS CSAP only allows actual **HANDS-ON** hours worked.
- 6) Helping a teacher during class; volunteer time that is part of the course requirement (service learning, Co-op, etc.), work done during the school day, except Special Olympics.
- 7) Babysitting any individual’s child for free; working in a doctor's office or for your parent without pay; fundraising to help lower your own activity fees.
- 8) Hours with no date and/or signature, hours that cannot be verified, or turned in after the last day of the school year or March 31st senior year.

*\*\*These two lists represent some examples and are not intended to be all encompassing.*

**What is the Community Service Ambassador Board?**

The CSAP Board is comprised of 8-10 volunteers. The CSAP Board serves as a liaison between students and the school and community service agencies specifically regarding the Community Service Ambassador Program.

To contact the CSAP Board, students should email [chhsscholars@gmail.com](mailto:chhsscholars@gmail.com). The CSAP Board Chair’s phone number is available upon request from the counseling office.