



# SKYLINE PTSA<sup>®</sup> 2.6.70

Strengthening our community one student at a time.

## PTSA SERVICE LEARNING PROGRAM GUIDELINES FOR SKYLINE STUDENTS

### What are Community Volunteer Service Hours?

**Community Volunteer Service Hours are hours spent performing services without pay or other compensation (except recognition and appreciation) for the good of an individual, agency, the community or society.**

### Why Should I Volunteer My Time?

Volunteerism provides many benefits for the community and the student, especially if you are truly interested in the organization or cause for which you are volunteering.

- To explore different career fields.
- To gain valuable contact for future job or internship opportunities.
- To provide colleges a student's volunteer service record.
- To meet requirements for many scholarships.
- To learn new skills or enhance skills in your area of interest.
- To be recognized at Senior graduation with a service cord (volunteer 100 or more hours). **PTSA purchases the Cords for students who qualify.**

### What Counts for Community Service?

To be recorded by Skyline PTSA, your volunteer hours must fit the definition above and also meet the following criteria:

- Hours should be performed **outside** of school time.
- Hours volunteered after 8<sup>th</sup> grade promotion to date **do count**.
- Hours must be authorized (initialed or signed, or a written letter) by a supervisor of the program. NOT A PARENT
- Hours worked for other school groups (International Baccalaureate (IB), National Honor Society, Key Club and DECA) **do count**, as long as they meet all other criteria. Hours for class credit: Health, Sports Medicine and Music **do not** count.
- Only actual working hours count: travel and sleep hours **do not** count.
- Fundraising, Rehearsal hours and Planning/ Meetings **do not** count.
- Hours worked as a result of Traffic Court **do not** count.
- Interning/Job Shadowing **do not** count.

### How Do I Turn In My Hours?

PTSA volunteers will be in the Commons during both lunches **the first Monday** (when school is open) of the month, starting in October and ending in April.

- They can collect your hours, complete the needed forms, help answer questions, and offer suggestions on where to volunteer.
- Students should pick up a Green Volunteer Record form from the PTSA volunteers, or from the PTSA Community Service Drawers in the Library or download the Student Record of Community Service form from [http://skylineptsa.org/Doc/Programs/Community\\_Service\\_Record.pdf](http://skylineptsa.org/Doc/Programs/Community_Service_Record.pdf)
- There is ample space on the form to record 11 volunteer sessions.
- For past service hours, you may bring a letter or note stating the hours and dates of service signed by the authorized supervisor of the volunteer activity. Please have them include their phone number and email contact.
- **Once you have a completed form (11 volunteer sessions), turn your green form into the PTSA volunteers or to the Community Volunteer Service Drawer in the Library. (MAKE A COPY of the form for your own records before you turn it in.)**

**Deadlines?** The deadline for **Seniors** to receive Service Learning cords will be the **1<sup>st</sup> Monday in April (that school is open) of their graduation year**. Skyline PTSA purchases the cords. Questions may be addressed to [president@skylineptsa.org](mailto:president@skylineptsa.org)