

QUEEN'S COLLEGE HIGH SCHOOL

STUDENT COMMUNITY SERVICE GUIDE SHEET

WHAT IS COMMUNITY SERVICE?

Community Service is the idea of giving your efforts, willingly and free of charge, to an individual or organization that benefits from your help. Community service is not doing your chores (that's part of being a family) nor is it helping a business. Community service means that you are helping those without the resources to help themselves, or helping a non-profit agency.

In an ideal world all students would automatically be doing just this. But we know that sometimes a push, big or small, is necessary to get people started on something beneficial that they might not necessarily have arrived at on their own. That is why our school, like many private and public schools around the world, has introduced a community service promotion and graduation requirement.

Community Service is one of the primary ways that we can teach our students citizenship. We at Queen's College believe that to be a good citizen, one has to learn the value of giving to your community. We hope that this becomes a lifelong value for each of our students.

HOW MUCH COMMUNITY SERVICE IS REQUIRED AT QUEEN'S COLLEGE?

- Grade 7 – 5 hours**
- Grade 8 – 5 hours**
- Grade 9 – 10 hours**
- Grade 10 – 10 hours**
- Grade 11 – 15 hours**
- Grade 12 – 15 hours**

These hours are the minimum recommended. Students may exceed the minimum required at any time. Students who do additional hours each year beyond requirements may receive special recognition at graduation.

WHY IS COMPLETING MY REQUIRED COMMUNITY SERVICE HOURS IMPORTANT?

Completion of the required Community Service hours for each grade level is a requirement for promotion to the next Grade level.

Completion of the 15 hours of approved community service is a graduation requirement for all students in Grade 12.

CAN I COMPLETE MY COMMUNITY SERVICE REQUIREMENT DURING THE SUMMER?

Yes, but the verification for summer hours must be turned in by October 1.

DOES MY PARTICIPATION IN SERVICE CLUBS/ORGANIZATIONS AT SCHOOL OR CHURCH COUNT?

Sorry, but no. If you are a member of service clubs such as Scouts, Girl's Guide, Key Club and Anchor Club the Community Service requirements of those organizations are separate and apart from those required by Queen's College and therefore cannot

be transferred. An exception to this would be if you can have it verified in writing that you have exceeded the organization's requirement and wish to have your **excess** hours transferred to Queen's College. But it MUST be verified in writing by the club's supervisor.

Participation in church soup kitchens, hospital and shut-in visitations, and other civic outreach programmes can count towards school community service hours, but too must be verified by the coordinator of the programme.

COMMUNITY SERVICE IS:

- Performed outside of class time
- Volunteer, unpaid work
- Help nonprofit group
- Help for those who cannot help themselves
- Help for the environment
- Your gift to the school or community

COMMUNITY SERVICE IS NOT:

- Helping out a business (even without pay.)
- Doing jobs for your parents
- Being part of a regular school activity such as sports, drama, or music
- Working for a neighbor or helping out a relative
- Working for any business, even without pay
- Working in a doctor's office
- Working for a political party, political cause or politician

HOW DO I VERIFY MY COMMUNITY SERVICE HOURS?

- Students should request the letter within a month after completion of service. The letter should include the student's name, date(s) of service, number of hours and a brief description of what the student did. Most agencies/organizations have a Director of Volunteers who is willing to submit a letter on letterhead stationery to the school's Community Service Coordinator.
- Alternatively, students may obtain a form from the school's Community Service Coordinators and have it signed by the volunteer supervisor, with a date and a phone number given.
- If the student's service is to an individual rather than an agency (e. g. childcare for a single parent so that he/she could return to school), the individual should write a note, which includes a name and phone number, number of hours, worked and a brief description of the service rendered. The student may be asked to write a short reflection on the experience.
- Parents should verify the student's hours only if they are the organization's representatives for the activity.

HOW DO I TURN IN MY COMMUNITY SERVICE?

Do your community service, and then you will turn in verification sheet to your Form Teacher. Your hours will be recorded and a file kept of all your activities. Community Service Coordinators and Administration will get regular updates of all your community service. If you have any concern about what is or not community service see a community service coordinator or an administrator.

WHAT HAPPENS IF I DO NOT COMPLETED MY ENTIRE COMMUNITY SERVICE REQUIREMENT DURING THE YEAR?

The completion of community service will be noted on a student's end-of-year report. At the end of the school year, students with deficient hours will be notified. Students will be allowed to make up deficiencies during the summer, but will be penalized. Grade 7 and 8s will have to complete 10 hours; Grade 9 and 10s will have to complete 20 hours, while Grades 11 and 12s will complete 30 hours if the student has not done any service during the school year. If the student has done some community service during the school year but failed to meet the required amount, the student should complete double the deficiency during the summer. For example, if a student has only completed 8 community service hours and should have completed 15, the student will have to make up 14 hours during the summer. This is double the required amount during the regular school year.

Failure to attend the summer work sessions will result in further disciplinary action. We strongly encourage all students to complete their service hours during the academic school year. The community service deadline for school year is **May 31st**. All community service hours must be completed by this date for administrative purposes.

At the end of senior year students with deficiencies will receive a letter stating that they have not fulfilled required service hours, therefore, not meeting graduation standards. This letter will also be placed in the student's official file and accompany all transcripts and information requested by colleges for admission purposes. This letter will be removed from the student's file when service hours are completed in Saturday work sessions at Queen's College. All students must complete required community service hours in order to graduate from Queen's College High School.

SAMPLE OF AVAILABLE PROJECTS

At School

- Assisting in the library
- Helping in the soda room
- Doing office errands
- Maintaining bulletin boards
- Maintaining flower gardens
- Campus clean ups
- Assisting in the Maintenance Department (contact Mr. Bastian)
- Setting up for and cleaning up after school functions
- Being a score or time keeper at school sporting events

With Charities

- Bilney Lane Children's Home
- Ranfurly Home
- Children Emergency Hostel
- Salvation Army
- Percy Rodgers Home For the Aged
- All Saints Camp

With Non-Profit Organizations

- National Trust
- Women's Crisis Centre
- BASRA
- Cancer Society
- Red Cross
- Museums and libraries
- Princess Margaret Hospitals
- BREEF

With the Environment

- Beach Cleanups
- Street Cleanups
- Park Cleanup
- Tree Plantings