

DRAFT
DeKalb County
Community Service Guidelines

- I. Definition of Community Service
In order to be considered community service, the service, act, or activity:
 - A. Must be performed for someone or something with a need other than yourself, your friends, or family and can not be for personal profit or gain.
 - B. Must be documentable
 1. A person in authority or responsible for the activity must verify completion or rendering of service.
 2. That person should provide an active telephone number where he/she can be reached.
 3. Any activity that the school suggests should be investigated to make sure that it is legitimate.
 4. Any and all activities or experiences that are not offered or sponsored by the school will be validated by parents.
 5. The service hours should be logged in and tallied using a standard community service log-in sheet.
 6. The service and hours must be verified (by personnel designated by administration).
 - C. Must fill a need in the community
 1. A student's community is considered the world in which the student lives, e.g., school, subdivision, church, walk-a-thons, non-profit, fund raisers.
 2. Club activities (membership alone does not constitute community service)
 3. Fund raisers for clubs such as car washes, etc. do not constitute community service.
- II. Time frame for beginning the service
 - A. Students may begin accumulating community service hours as soon as they enter the ninth grade.
 - B. Community service hours accrued prior to entering the ninth grade are unacceptable.
- III. Documentation
 - A. Class sponsor (or other person designated by the administration) will keep the logs after students have submitted them.
 - B. A database will created to maintain logs and hours accumulated.
 - C. Students must keep their own records of the community service that was rendered.
 - D. The school will maintain additional copies of the service logs.
- IV. Extra-Curricular Activities
 - A. A list of all Clubs and organizations should be provided so that students will be aware of the opportunities for community service.
 - B. Clubs and organizations should make available to general populations opportunities for community service.