

Community Service Guidelines

- *Hours must be voluntary, non-paid service.
- *Hours must be for non-profit organizations or individuals outside of the family and may not be for political purposes.
- *Community service must be performed outside of the school day unless school-related and organized by a GHS staff member. Absences for such community service hours must be pre-excused and students will be responsible for work missed during the hours of service.
- *All community service hours must be documented on official community service forms that are properly completed in their entirety.
- *Students submitting community service hours to fulfill one requirement cannot use the same hours toward another requirement. Therefore, all documentation must be on original forms and no photocopies will be accepted.
- *Hours submitted cannot be signed by the student's family members.
- *A community service committee composed of three standing members and two floating members will meet quarterly to review submissions and forward questionable service submissions to the office for follow-up. Once hours have successfully been documented, they will be entered in class binders maintained by a member of the community service committee.
- *A community service database maintains an accounting of hours for all students.
- *Students are encouraged to submit 10 hours per year.
- *Seniors must submit all hours by the end of the second trimester of the senior year.
- *Transfer students must complete an equivalent of 3.5 hours per trimester attended at GHS.
- *Waivers may be granted due to extreme circumstances as approved by administration.

Student signature _____

Contact signature _____

*The Michigan State board of Education has adopted a resolution requiring students who qualify for a Michigan Merit Award to also complete at least 40 hours of community service by June 30 of their graduation year. The guidelines outlined above have been reviewed to make sure that they are in compliance with the new state requirements. (www.michigan.gov/meritaward)