

The Give Back

Pottsgrove High School's Community Service Program

Introduction to The Give Back

Pottsgrove High School launched The Give Back community service program in 2019, patterned after similar community service programs in high schools throughout the country. Its purpose is to recognize those members of the PGHS student body that engage with our community through volunteer work and to provide students a streamlined process for students to officially document their service hours (for college entrance applications, resumes, scholarship applications, etc.).

The Give Back provides students with an authentic context of volunteer service allowing them to focus on genuine community needs that they find meaningful. This type of service has been shown to positively impacted students' personal development in areas such as communication, problem-solving skills, confidence, and self-esteem. Although not a requirement for graduation, all students in grades 9-12 are encouraged to participate in The Give Back in order to experience the many benefits that partnering with the community affords.

Purpose of The Give Back

- To give special recognition to students who demonstrate a willingness and a passion to volunteer their time and labor in serving others within our community
- To encourage students to develop the habit of performing community service
- To create communication links between the students of PGHS and the volunteer service needs of the community

Purpose of the Manual

This manual was written to better acquaint all members of the PGHS community with The Give Back program and to lay out the official procedures, guidelines, and limitations of the program.

Please direct questions concerning the program to Give Back Coordinator via Schoology or email thegiveback@pgsd.org

How The Give Back Works

Students must document their community service throughout the year and submit the signed Give Back Documentation Log by entering the data/forms into Schoology under The Give Back Program course.

Students can begin to log community service hours on May 1, 2019 and must submit all Give Back Documentation Logs by the last Friday in April (April 24, 2020) for them to be credited for the current school year.

For students to be eligible for the recognition they must complete and upload the first 25 hours by the last full school day in December (December 19, 2019).

Once a Give Back Documentation Log is completed and uploaded, the time documented on the sheet will be added to any previous time accumulated by the student and filed for future reference.

Students who document at least 50 hours of community service time and upload the forms by the official deadlines will be given special recognition of their accomplishment at the end of the school year.

Definition of Community Service

True service is a giving of one's time and labor while under no obligation to do so.

An act of community service, therefore, is such service performed voluntarily for the betterment of an individual or group of individuals. PGHS will recognize all acts of this kind as valid community service activities provided that they meet the guidelines listed on page 4.

Certain areas of community service are considered exceptions to the normal guidelines stated on page 4. Service rendered in affiliation with PGHS will be considered acceptable service. We also ask that participants try and earn hours from other sources as well. Only true service hours count toward the program. Travel, sleep time, or non-working hours will not be accepted.

If a question arises concerning the acceptability of an act as a valid community service activity, the Give Back Coordinator will decide objectively on the matter.

PGHS is not responsible for ensuring that students will understand the acceptability guidelines; students who perform service which is not acceptable will be exclusively liable for their mistakes. If in doubt about whether or not an act will count, please see the Give Back Coordinator or reach out via Schoology or email thegiveback@pgsd.org

Documentation of Community Service Hours

- All community service performed by a student who wishes to participate in the program must be documented on the Give Back Documentation Log. Additional documentation may be attached to the log.
- The service hours must be accumulated between May 1 and the last Friday in April of the current school year. Community service documentation will be deemed valid only if recorded, uploaded, and verified within the afore-mentioned time frame.
- To be eligible for the 50-hour Give Back Recognition at this year's end, a student must document and upload 25 hours of service by the last full school day in December (December 19, 2019) and the remaining hours by the last Friday in April (April 24, 2020).

- Each student is solely responsible for uploading his/her own documentation forms to Schoology. Forms not completed satisfactorily will be rejected and the student will be contacted.

Tallying of Community Service Hours

Students who have logged any service time in the program will be informed of their total number of verified hours at the end of December and at other times as they are updated.

After the last Friday in April, the total number of valid community service hours performed by each participating student will be tallied. Once the final hours are posted, students will have one week to clear up any discrepancies with their hours.

Any student who completes at least 100 hours of service time will be said to have met the requirements of the Give Back Community Service Program Award for the current year and will receive a Green Cord at his/her graduation. Only one award will be given per student per year.

Bestowal of Recognition Awards

Recognition for service will be made in the following manor at the end of each school year:

Hours	Recognition
250+	Certificate recognizing the number of hours logged during the year, Give Back Service pin, Gold Presidential Volunteer Service Award Medal, and Green Cord.
175	Certificate recognizing the number of hours logged during the year, Give Back Service pin, Silver Presidential Volunteer Service Award Medal, and Green Cord.
100	Certificate recognizing the number of hours logged during the year, Give Back Service pin, Bronze Presidential Volunteer Service Award Medal, and Green Cord.
75	Certificate recognizing the number of hours logged during the year and Give Back Service pin
50	Certificate recognizing the number of hours logged during the year.

Recognition for Graduates

- Graduating seniors who have achieved recognition for 100-hours of service will be provided a green cord to be worn during the graduation ceremony. An additional cord will be attached to the green cord for each school year the recipient met the requirements of the Give Back Community Service Program Award (i.e. three 100-hour years earns three green cords).
- Although not a requirement for graduation, once a student reaches 100+ hours of community service for each year that they are enrolled at PGHS, he/she will receive recognition in the form of documentation on transcript, community service gold seal on diploma, recognition in the graduation program, and eligibility for scholarships and service learning awards.

General Guidelines for the Give Back Program

- Participation in the Give Back program is voluntary, and the time must be served outside of school instructional hours.
- The non-profit agency must comply with all federal, state, and local laws that forbid discrimination, verbal/physical abuse, harassment of any kind.
- If you have any questions or comments, please see the Give Back Coordinator or reach out via Schoology or email thegiveback@pgsd.org

Important Dates

- 25 hours must be completed, documented, and uploaded by 4:00PM on the last full school day of December (December 19, 2019) (NO EXCEPTIONS!).
- All Give Back hours must be submitted by 4:00 PM on the last Friday in April (April 24, 2020) (NO EXCEPTIONS!).
- 8th grade students can begin to document hours on May 1st of the 8th grade year for credit during to their 9th grade year.
- Volunteer hours will NOT be carried over from year to year.

When can I volunteer?

- Volunteer time must be served outside of school instructional hours.
- Hours served when students are absent from school are not accepted.
- Agency training/orientation/travel hours/meetings do not count as service learning time.
- Seniors may volunteer when they are out of the building on Senior Privilege even though this is within the traditional school day.

Where can I volunteer?

- Hours may be awarded for programs in affiliation with PGHS or can be performed for an organization NOT affiliated with PGHS.
- Hours associated with any PGHS sporting event are NOT acceptable, unless served for a non-profit organization.
- The Give Back program is not a "job-shadowing" or "internship" program. Hours will not be counted if they are completed as part of a work study credit.
- Volunteer hours at a business will only be accepted if:
 - Business is a non-profit organization
 - Main goal of the business is to benefit the community (e.g. Red Cross, Goodwill, etc...)
- Performances and parades will be considered toward Give Back hours when they relate to a charity or community event only, are voluntary, and are not a part of membership requirements. Full documentation of additional hours with dates must be provided.
- No volunteer hours can be earned while attending local church worship services, but service done for churches outside the normal service hours is acceptable. (e.g. Babysitting at the church, teaching sunday school, etc.)
- Going door to door to promote a particular religion, politician or political party, or point of view cannot be counted toward volunteer hours.

Who can sign off on my hours?

- No signature will be valid unless it is that of the program sponsor/director and has a phone number included where they may be contacted.
- The sponsor/director signing-off must be over 18 years of age and someone other a member of the student's family.

The Give Back Community Service Program Enrollment

Name: _____ Class of: '20 '21 '22 '23 (Circle One)
Cell/Home Phone: _____ Student ID #: _____
E-mail Address: _____

Please notify us of any changes in your information so that we can contact you.

I have read the Give Back Community Service Program Information Packet and understand the rules and guidelines surrounding the program. I understand that all hours must be completed by the given deadlines in order for me to be considered part of the Give Back Program. In signing, I commit to taking on the challenge of the Give Back Program for its value to me, to my community, and to the world.

Signature: _____ Date: _____

Pre-Program Survey

Please complete the following questions for our records.

1. Why do you want to participate in this program?

2. What do you expect to gain by being involved in this program?

3. What community service projects do you expect to participate in, or what programs do you expect to be involved with?

4. How did you hear about the Give Back Program?

Tips: Start early on your hours. Don't miss deadlines. Ask clarifying questions, early.
Keep a record of your hours for your use. Always upload your hours to Schoology.

**Return this document to the Guidance Office prior to starting your hours.
You will then be enrolled in the Give Back Schoology course.**

The Give Back Community Service Program

Documentation Log (To be uploaded to The Give Back Schoology Course.)

Name: _____ Class of: '20 '21 '22 '23 (Circle One)

ID#: _____ E-Mail Address: _____ Cell Phone #: _____

Organization Service was done with: _____

Description of Service: _____

Was service done in affiliation with PGHS? YES / NO (Circle One)

If YES, please explain: _____

Give Back Community Service Hours

How to Document Hours: Under the "Service Date" column, record each day that service was performed for the above organization in the format MM/DD/YY (EX: 10/16/19). For each day of work, list the number of service hours completed that day in the column "# of hours." **You must use a different form for each organization you serve.** *It is highly recommended that you keep a copy of all hours completed for your records.*

Service Date	# of Hours Served	Service Date	# of Hours Served

Service Director/Sponsor Information

Name: _____ Daytime Phone #: _____

E-Mail Address: _____ Other Phone #: _____

Signature: X _____ Date: _____

By signing this document you verify that the information contained herein is complete and accurate

Are you interested in posting service needs on a bulletin board at PGHS? _____

Does your organization have other service needs? _____

Comments: _____

25 HOURS DUE: DECEMBER 19, 2019

REMAINING HOURS DUE: APRIL 24, 2020