



# Gilroy Unified School District Community Service Guidelines



**Beginning with the graduating class of 2014, high school students in the Gilroy Unified School District are required to complete 80 hours of Community Service.** *Community Service Requirement BP6746.1(a) revised and adopted August 12, 2010*

1. In order to ensure acceptance of a student's Community Service activity for credit students should:
  - a. Perform Community Service for a pre-approved nonprofit agency (see the list on the website).
  - b. Or, for an agency not on the pre-approved list, obtain prior approval from the Community Service Coordinator. Turn in a request for Community Service approval form TWO weeks prior to the activity.

Failure to perform community service for an approved agency carries the risk of being denied credit for time served.

2. Students must use the official GUSD School Community Service Time Sheet. Students' timesheets must be signed by their parent or guardian.
3. All community service work must be completed outside of school hours.
4. Paid work will not be considered for Community Service hours.
5. Community Service activities will be approved only for work through a nonprofit community service organization. Hours may be done through a large corporation if the corporation is sponsoring the community service opportunity.
6. In order to graduate, all GUSD students will fulfill a minimum of 80 hours of Community Service, no later than May 1 of their senior year. Students must earn ten hours in at least two of the following categories:

Senior Citizens	Young Children
Disabled Citizens	School Related
The Environment	The Homeless
Literacy	Animal Care
Promoting Health and Physical Fitness	
Promoting the Arts and Culture	

7. Community Service credit will not be given for service performed for a parent or a relative.
8. Approved Community Service completed during weekends or vacation time will not exceed more than 8 hours per day.
9. Service hours will not be given for any high school club or team meeting.

10. Hours earned for after school or weekend training or planning sessions may count towards community service when the training results in actual volunteer service towards the community. (For example: serving on the Relay for Life Committee, etc.)
11. Service hours completed during the school year for youth camps (or similar service) will be limited to no more than 8 hours per day, and a total of 15 hours per camp. This includes service completed during winter and spring break.
12. Community Service credit will not be granted for recruitment, membership building or teaching about an organization or its beliefs, philosophy, or mission. For example, Community Service credit will be granted for volunteer work performed for a church providing childcare, directing recreational activities, helping feed or clothe those in need, or providing other community services, but credit will not be granted for teaching about religious beliefs or for organizing or participating in religious ceremonies.
13. The organization receiving service always has the option of not signing a time sheet if the student's job performance is not satisfactory.
14. Students entering Gilroy Unified School District will have their Community Service Hours prorated at 20 hours per school year. To receive credit for hours worked at previous schools, the Community Service documents must be submitted, reviewed, and approved.