Seven Lakes High School
NHS/Student Council (SOS)
Service Guidelines 2023-2024 (Effective April 1, 2023)

VOLUNTEER HOURS -- BASIC INFORMATION:

- Verification of hours is ONLY ACCEPTED ELECTRONICALLY through X2VOL.

- All members must enter hours in x2Vol **DURING THE SAME MONTH THE HOURS WERE COMPLETED**. Hours submitted after the month ends in which the service was completed will be denied. ie. Any hours served in August must be submitted and dated by August 31; any hours served in September must be submitted and dated by September 30. However, if you volunteer on the last day of the month, you have a 24 hour grace period to submit by the first day of the following month, with the exception of December 31 and March 31. No grace period extended on these two dates.

- Hours served during Summer months must be submitted and dated by August 31. Keep in mind, if you volunteer at an organization in June but don't submit till August, that organization may not verify your hours. **Rule of thumb, submit your hours when you complete the service.**

- All hours must be verified by the last day of the month FOLLOWING submission.

- Verification for ALL HOURS must come from an email address **ASSOCIATED WITH THE ORGANIZATION RECEIVING YOUR SERVICE**. No personal, generic email domains (gmail, hotmail, outlook, etc.) will be accepted for verification unless the student provides a screenshot of the organization's website showing that email associated with the person verifying the hours. For example, if you volunteer at the Ballard House, you must sign in AT BALLARD and submit your hours to the volunteer coordinator AT BALLARD to verify your hours.

- All submissions must include a title (the name of the event), a complete description (where the activity took place and the physical activity involved), and a reflection that shares **how the community was impacted by your service**. If you sign up for a project posted in x2Vol and the description does NOT include all necessary information listed above, include it in your reflection.

- It is the expectation that members check x2Vol regularly, as the responsibility is on the member to follow up on any hours that are denied or unverified. **Denied hours always include a comment stating what needs to be completed, if eligible for resubmission.** If hours are denied, you must click RESUBMIT only AFTER the issue has been resolved.

- Allow advisors at least one week to review hours, excluding weekends and holidays.

- Community service hours earned at SLHS, schools in the community, and/or non-profit organizations may be documented and used for this program as long as they meet current guidelines.

Any unique circumstances which do not fall under these guidelines should be discussed with your Advisor prior to beginning the project.

What are the requirements for Service?

- Must be for a registered non-profit 501(c)(3). *If you are not sure - ask first.*

- Must benefit the community. *If you are not sure - ask first.*

- Must have direct supervision by the sponsoring organization or a Katy ISD teacher.

- Must be IN PERSON. Virtual hours, including, but not limited to, tutoring, performing, demonstrating, or teaching, do not meet eligibility.

VOLUNTEER HOURS -- LIMITATIONS:

- 10 hours maximum per day of active participation/service.

- No travel time.

- Parents, students, family friends, etc., may not supervise nor verify hours.

- Participation in walk-a-thons, bike-a-thons, marathons, etc., to raise funds for a non-profit organization will be limited to the time it took to complete the course for a maximum of 2 service hours. *Hours will only be accepted for physical participation and not for donations or fundraising.*

- Individual projects that involve monetary, product, or handmade donation must be sponsored by a SLHS organization, including the PTSA, and approved by NHS/StuCo **prior to participation**. Limitations may be applied. *All other donations are not permissible. If you are not sure - ask first.*

- Members may not submit hours for projects or activities that are required of its membership or benefit ONLY its members and/or organization directly. *For example, building props benefits the community attending the performance, but cleaning out an organization's closet only benefits the organization itself. If you are not sure - ask first.*

- Tutoring must be directly supervised by a Katy ISD teacher or through a 501(c)(3) organization. *If you are not sure - ask first.*

- Organizations created or led by students must document an adult sponsor who directly supervises all activities and verifies all service hours. *If you are not sure - ask first.*

- Members may ONLY claim hours for work completed on any school campus (public or private) that benefits the school community as a whole, i.e., library, PTSA, front office, admin assistance. Limitations include, but are not limited to, clerical work in a classroom, organizing, cleaning, decorating, or setting up teacher/department classrooms/closets/workrooms, preparing materials for teachers/departements, updating websites, etc. *If you are not sure - ask first.*

- Not all projects on x2Vol are NHS/StuCo approved. Projects on x2Vol that do not meet these guidelines will not be accepted. *If you are not sure- ask first.*

VOLUNTEER HOURS that DO NOT count:

- Members may not claim hours served through NCL or YMSL, as these are required hours for membership in those organizations.

- Members may not claim hours for service completed without having direct adult supervision by the sponsoring organization or a Katy ISD teacher, including, but not limited to, project planning, baking food, blankets, bracelets, crafts, letters, etc.

- Members may only claim hours for actual hands-on service. Hours per item/product are not eligible. For example, a member may not claim 30 minutes per blanket/card, etc, only the time actually spent making the item under the supervision of the sponsor.

- Members may not claim hours for volunteering during the school day, even with an excused absence, unless service occurs during late arrival, early release, or a study hall/enrichment period. Hours cannot be earned during class time.

- Members may not claim hours for any religious activity including, but not limited to, religious classes, services, worship, bible studies, youth groups, small groups, Sunday school, preschool, VBS, and/or religious camps. Volunteering in any class taking place during service time is not allowed. *If you are not sure - ask first.*

- Members may not claim hours for any activity for which pay is received or a grade/credit is earned.

- Members may not claim hours for political campaign lobbying including, but not limited to, rallies, distribution of materials, phone banking, or fundraising/donations.

- Members may not claim hours for attendance at any club or organization meetings on or off campus.

- Members may not claim hours for career exploration including, but not limited to, internships, seminars, rotations, observations, or conferences.

- Members may not claim hours for social media research, digital designs, website creation or maintenance, media campaigns, or social media posts.

- Members may not claim hours for elderly care or nursing facilities that are for profit. ALWAYS check the website or contact the supervisor to ensure nonprofit status.

Any unique circumstances which do not fall under these guidelines should be discussed with your Advisor PRIOR TO beginning the project. If you are not sure- ask first.

NATIONAL HONOR SOCIETY HOURS REQUIREMENTS (additional NHS requirements for graduation are posted on Canvas):

- NHS members are required to submit a minimum of 25 ELIGIBLE hours during the volunteer service year from **April 1, 2023 to March 31, 2024.**
- Members are required to complete a minimum of 15 ELIGIBLE hours in the Fall Semester by **December 31.**
- Members are required to complete a minimum of 10 ELIGIBLE hours in the Spring Semester **(January 1 - March 31).**

STUDENT COUNCIL HOURS REQUIREMENTS:

- The Student Council volunteer year runs from April 1, 2023 to March 31, 2024. All hours earned within this time frame will be considered for the various Student Council awards as long as the student is a paid member in good standing.
- Student Council members working towards the Presidential Service Award will all adhere to the minimum hours set by the Young Adult Standards. Bronze Medal = 100-174 hours. Silver Medal = 175-249 hours. Gold Meal = 250+ hours.
- To earn a senior cord, registered Student Council/SOS seniors must complete 60 hours of community service during their senior year. To be eligible for the senior scholarship, members must have a cumulative total of 120 hours of service for all four years of high school.
- All Student Council members are REQUIRED to attend the hours verification meeting in the Spring of 2024 or make arrangements with the sponsor to check if they are eligible for an award, scholarship, or cord.