Service Guidelines 2023-2024

QUESTIONS ABOUT SERVICE HOUR ENTRY OR VERIFICATION?

Step 1:   See the **HELP section of x2Vol.com** (click here for HELP section). *This will answer most questions.*

Step 2:   **Speak with an officer** regarding your question. The list of officers can be found on the NHS canvas page.

Step 3: If the first two steps are tried, but you still have a question, the student can contact an adviser.
- Members **may not** rely on **parents** to manage X2vol accounts or to contact advisers.
- All x2Vol accounts must be connected to the **student's email (school or personal – just one you check often)** and all entries must be made by the student.

VOLUNTEER HOURS -- BASIC INFORMATION:

- Members must complete **25 hours** (minimum) of community or school service by **April 15th, 2024.**

- **15 fall** community service hours must be entered into x2Vol **between April 16, 2023 and December 8, 2023.**

- **10 spring** community service hours must be entered into x2Vol **between December 9, 2023 and April 15, 2024.**

- 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. 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.   If you volunteer at an organization at the beginning of the month, but don't submit till the end, that organization may not remember or verify your hours. **Rule of thumb, submit your hours when you complete the service.**

- **Seniors** must have ALL 25 approved service hours completed and in x2Vol by **April 15** in order to purchase a **graduation collar.**

- Community service hours earned at **JHS, KISD schools in the community, and non-profits** count as long as they meet current NHS guidelines.

- The student must **give 24-hour notice prior** to the event's contact person when canceling. Failure to do so will result in an infraction. If you are on a wait-list on x2Vol, pay attention to whether or not you were added to the service opportunity.

- 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. If hours are not **verified** in a timely manner, please reach out to the verifier and click "resend verification link". If hours are **denied (not approved)**, please **read the comments** provided. To view comments, go to My Activity Log and then click Edit Entry.   If hours are denied and a resubmission is allowed, you must click RESUBMIT only AFTER the issue has been resolved.

- An adult member of the organization for which you volunteer must be willing to serve as your **x2Vol contact** who will be **asked via email to verify** your hours. *Make sure to **get their email address** and **first and last name** when you volunteer.*

HOURS DOCUMENTATION IN X2VOL:

Make sure you have joined the JHS NHS group on x2Vol.com. Check that your email address is current in order to facilitate timely communication.

When submitting hours in x2Vol, make sure to provide the following:
- **Activity Name** -- Provide the full name of the organization AND event where you volunteered - NO ACRONYMS
- **Activity Description**-- Describe in detail what physical work you performed at this activity.
- **Contact Information** -- Provide first and last name and email of the person at the event/organization who can verify your service. 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. After submitting hours, x2Vol will email your contact a link to click on to verify your hours.
- **Dates and Hours** -- For each day of your activity, enter the number of hours you volunteered. If you worked multiple days on the same project, please submit one entry and include the last day you volunteered. In the description, include specific details about when you worked.
- **Reflection** -- **Answer the 2 service hour questions on all entries**
    - How did the community/school benefit from this project?
    - What did you learn about yourself while completing this project?

REQUIREMENTS FOR SERVICE

- Must be for a registered non-profit 501(c)(3).
- Must benefit the community.
- 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.
- Parents, students, family friends, NHS members or officers, **may not 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.*
- Tutoring must be done IN PERSON and directly supervised by a Katy ISD teacher or through a 501(c)(3) organization. Tutoring may not be done online.

- Organizations created or led by students must document an adult sponsor who directly supervises all activities and verifies all service hours.

- All projects involving collecting items or donations will be done through NHS. You will not receive NHS service hours for donations that you complete on your own.

- Student community service organizations (for example P.O.W.E.R., Interact, Recycling Club,etc.), may count **only time spent doing the service, NOT time spent meeting.**

- Hours count when volunteering with student organizations (such as Student Council, HOSA, etc.) that sponsor a non-profit project **IF** it is **not** a requirement/expectation of that student organization.
  - ***Example:*** *Helping Student Council with a canned food drive for Katy Christian Ministries; Volunteering to help HOSA with their blood drive for the Red Cross. *Donating blood **does not** earn service hours, but volunteering to help HOSA run the blood drive does.**

- Service hours for prom events may only be counted by underclassmen. Seniors may **not** count the hours because they benefit from this fundraising.

EXAMPLES OF VOLUNTEER HOURS THAT DO NOT COUNT

- Volunteering at **businesses that are not non-profit organizations** will **not** be accepted. *Examples: doctor's offices, sports gyms, sports teams, daycares, for-profit tutoring centers, your parent's office, etc.).*

- Students may **not** include hours for any activity for which **pay** is received.

- Community service hours recorded for helping individuals or families in the community are not permitted.

- Members may not claim hours for service completed without having direct adult supervision by the sponsoring organization or a Katy ISD teacher. Hours that are self-reported to an adult to verify will not be accepted.

- Members may **not** claim hours for **baking/preparing food, writing letters or essays, creating apps, social media research, digital designs, website creation or maintenance, media campaigns, social media posts, etc.**

- **Fundraising activities** for any organization in which the **student is a member** will **not** count.

- **No travel time** may be included in the hour calculation.

- Members may not submit hours for activities for other student organizations that are required of its membership or benefit ONLY its members and/or organization directly. *If the student potentially benefits from the service OR if it is required/expected as part of the program, then the hours do not count toward NHS. For example, building props benefits the community attending the performance, but cleaning out an organization's closet only benefits the organization itself.*

  Any unique circumstances, which do not fall under these guidelines, must be discussed with your NHS adviser prior to recording your hours.