

## **Andover/Lahser/Model High Schools Bloomfield Hills Schools**

Community service is service without pay to a non-profit organization, individual or group in need of assistance. The service must be primarily for the benefit of others, not the individual rendering the service.

**SENIORS MUST HAVE THEIR HOURS COMPLETE BY  
MAY 1ST OF THEIR GRADUATION YEAR.**

### **Graduation requirement: 40 hours**

Students have two options for completing their community service:

1. The minimum option is 40 hours. This service satisfies the graduation requirement, however, it does not give credit as an elective.
2. The 100 hour option satisfies the graduation requirement and gives ½ elective credit toward the 24 credits necessary to graduate. Students may earn up to three credits in Community Service as an elective. This corresponds to 600 hours of community service experience. Successive placements for credit beyond the initial ½ credit must be within a significantly different areas or be upgraded experiences for the student. The service may be completed during the school day or as agreed upon by the agency and the school.

### **Examples of what will count as Community Service:**

Sports: Trainers: accredited high school program  
Coaches: for non profit groups  
i.e. Special Olympics, YMCA, Boys & Girls Clubs,  
elementary or middle schools

School: **During student's own time!**  
-school musicals or plays (to a max. of 20 hours, one time)  
i.e. lighting, tech, musician  
-organized school maintenance or beautification  
-tutors (PAGES, ESL, LRC, PLUS, PALS)  
-team or group sponsored study labs with adult supervision  
-TV or radio station, video services  
i.e. board meetings, sporting events, shows, plays after school  
-musical, vocal or dramatic groups performing at nursing homes etc.  
(after school)  
-assisting handicapped students swimming, horseback riding at the farm or at Wing Lake School (Scamp)  
volunteer at Nature Center or Bower's Farm

Tutor: Organized and run by an agency, with adult supervision.

Camps: Non-profit only!  
-counselors or counselors in training  
i.e. approved Bloomfield Hills camps  
-summer church or group camps (non religious)

Civic or court offices, libraries, police or fire departments, armed services offices:  
-office work, filing typing, phones, mailings

Hospitals or non-profit clinics:  
-depending on agencies requirements

Senior facilities:  
- services for the benefit of the residences  
-Mature Minglers  
-Meals on Wheels

Churches, temples or synagogues:  
-service must be non-religious in nature  
-nursery  
-construction  
-maintenance  
-beautification  
-rummage sales  
-organized activities i.e. soup kitchens, work camps  
-no group meeting or organizational time allowed

**Examples of what will not count as Community Service:**

- including but not limited to
- private clubs
- sports teams managers, statisticians or referees
- for profit offices i.e. businesses, private medical clinics or doctor offices
- teachers' aides or assistants
- individuals or groups requesting help that could be a paid position i.e. yard work, baby-sitting
- church teaching assistants or church choirs etc.
- political campaigns or offices
- private vacation or summer camps
- musical instrument tutors
- fund raising door to door for schools, clubs or organizations
- camps at the Nature Center or Bowers Farm

**PROCEDURES FOR APPLYING FOR COMMUNITY SERVICE:**

1. Complete a Community Service Agreement form. Form must be signed by the student, the parent (unless student is 18 years old), and the agency the

- student will volunteer with. The form must also have a valid agency phone number on it. **(NOTE: The Community Service Agreement form is only a contract and not the way service hours are counted. Service hours are counted from the Agency Evaluation form.)**
2. Turn in the completed community Service Agreement form to the Community Service Office prior to starting your service hours. **(NOTE: If you start volunteering prior to the form being approved and it turns out to be an agency which is not approved, your hours will not count.)**
  3. Upon completion of your volunteer service, have the agency complete an Agency Evaluation form. On the back of the form they must list the number of hours you completed.
  4. Student completes a Student Evaluation form.
  5. When total service hours have been completed (40 hours for non-credit or 100 hour for credit), student must write their Reflections Paper (in accordance with reflection paper guidelines) and attend a Reflections Lunch Meeting.

## **ALL SERVICE PROJECTS REQUIRE PRIOR\* APPROVAL!**

\*A valid contract must be on file with your high school.

Attached is a copy of volunteer opportunities in the Bloomfield Hills and surrounding area.

Andover High School (248) 341-5539    Lahser High School (248) 341-5739

Elizabeth Gibbs    Community Service Coordinator