

# COMMUNITY SERVICE RECORD

## SANTA BARBARA UNIFIED SCHOOL DISTRICT

### How to Record Your Community Service Hours

1. All Volunteer Hours must be turned in by the end of each school year. Any hours done after the last day of school will count for the following year.
2. Be sure that the hours you are completing are being signed by a non-profit 501(c)(3) organization.
3. By signing this form you, the student, are stating that you are abiding by all the protocol, deadlines, guidelines and exceptions.
4. All records must be turned into the College and Career Center.

### Deadlines

To receive a high school diploma, a minimum of 60 hours must be completed and turned into the Career Center by the **May Deadline**.

A minimum of 200 hours must be completed to receive the Community Service Excellence Award and turned into the College and Career Center by the **April Deadline** to be able to participate in the Senior Awards Ceremony. Students who want to have the Community Service Excellence Award on their college applications must submit all hours by the end of October. Students are still able to receive the Community Service Excellence Award after October, but it won't be on their transcript during college applications.

### Online Resources

Pre-Approved Community Service List: visit <https://tinyurl.com/SBUnifiedCSList>

Find Other Community Service Connections at: [sbunified.volunteermatch.org](http://sbunified.volunteermatch.org)

### Guidelines

- It must be a safe activity directed by a non-profit organization (those with a 501(C)(3) tax-exempt I.D. number from the IRS).
  - It must be a service for which you are not paid or otherwise given credit.
  - The organization may not profit monetarily from your service.
  - Volunteer Activities which currently do not appear on the Pre-Approved Community Service Opportunities List require approval by a Community Service Coordinator or School Administrator.
  - Community Service maximum hour-per-day guidelines shall be aligned with the CA labor laws specifying that a minor may not work (and receive credit) for more than 8 hours per day.
  - Students may not receive community service credit for volunteer work in private homes due to safety and liability issues.
  - A non-profit supervisor may not sign for hours performed by their own child.
  - Workshops and trainings only qualify for community service credit if it directly leads to a community service activity.
- Hours will not be counted for transportation to and from a service event.

### Exceptions

- **School Theater, Band, Choir and Cheerleading Performances:** Assistance in theater, band, choir and cheerleading-related performances (not part of a cast or class for which credit is given) is limited to the performances, parades, or events, only, not the rehearsals. This applies even if the entire event is a nonprofit fundraiser.
- **Animal Fostering:** Maximum of 5 hours/day may be counted for summer fostering and 3hours/day when school is in session.
- **Political Campaigns and Elections:** Working on a candidate's campaign; working for or against a proposition or ballot measure; working for a political party; or registration of voters does not qualify for community service credit. Students may assist the County Clerk Recorder in preparing for and tabulating results from an election.
- **Church / Religious Organizations:** Students may not receive community service credit for church activities that are strictly of a religious nature, for example, teaching religious classes, proselytizing, active recruitment for a religion, serving as an altar person or communion helper. Students can be a teacher's assistant or provide childcare during classes, services, or Vacation Bible School. Students may not receive credit for activities that are required for completion of confirmation classes (no double-dipping). Singing in the church choir does not count unless the performance is at an event open to the general public. The ideal volunteer situation in religious institutions is when students perform community outreach as part of a youth group service project (i.e., serving meals at Transition House; stocking shelves at the Unity Shoppe; beach clean-ups; United Way "Day of Caring". etc.).
- **Teacher's aide without units:** Students can receive community service as a campus teacher's aide providing they are not receiving school credit or units. Service hours are to be maintained by the supervising teacher.
- **Scouts:** Boy Scout members may not receive community service credit for their own Eagle Scout projects. They may, however, receive credit for hours in which they assist another Boy Scout with his Eagle Scout project.

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SANTA BARBARA UNIFIED SCHOOL DISTRICT**

**STUDENT INFORMATION**

ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Class of: 20\_\_ \_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address (school or personal): \_\_\_\_\_

TOTAL SERVICE HOURS FOR ALL NON-PROFIT AGENCIES RECORDED ON THIS FORM (Please add the hours): \_\_\_\_\_

**NON-PROFIT INFORMATION**

Non-Profit Organization \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Non-Profit Supervisor (PRINT): \_\_\_\_\_ Signature: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**COMPLETED AMOUNT OF SERVICE HOURS FOR NON-PROFIT AGENCY::** \_\_\_\_\_

Non-Profit Organization \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Non-Profit Supervisor (PRINT): \_\_\_\_\_ Signature: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**COMPLETED AMOUNT OF SERVICE HOURS FOR NON-PROFIT AGENCY::** \_\_\_\_\_

Non-Profit Organization \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Non-Profit Supervisor (PRINT): \_\_\_\_\_ Signature: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**COMPLETED AMOUNT OF SERVICE HOURS FOR NON-PROFIT AGENCY::** \_\_\_\_\_