



## Frequently Asked Questions

### 1. How are volunteer hours submitted for credit?

Follow these steps to complete online form:

- Go to [www.pittsfordschools.org/communityservice](http://www.pittsfordschools.org/communityservice)
- Click **Submit Now**
- Fill out form
- Click **Done**
- Click **Print Response**
- MAKE SURE TO EMAIL OR PRINT A COPY for your files (file, send, page by email)
- **10 hours or less:** Parent signs printed form
- **10+ hours:** Supervisor must sign form or attach a signed letter, certificate or timecard
- **Turn in to community service office**

### 2. Is community service required to graduate?

Community service is encouraged but not required to graduate high school.

### 3. Do community service hours earned during middle school transfer to high school?

Yes! However, middle school community service will not count toward National Honor Society requirements.

### 4. Does National Honor Society require community service to be a member?

Yes, community service is one part of the application process.

- NHS requires volunteer work to be completed **after 8<sup>th</sup> grade** graduation
- Check with school NHS advisor for requirements

### 5. Are there limits on the number of hours per day a student can volunteer?

Yes, the Pittsford School District follows guidelines set by New York State Labor Laws.

School Days:	16-18 Years Old	Maximum 4 hours/day
	Up to 15 Years Old	Maximum 3 hours/day

Non-School Days	All Ages	Maximum 8 hours/day up to 6 days/week
	16-18 Years Old	48 Maximum weekly hours
	Up to 15 Years Old	40 Maximum weekly hours

**Note: Overnight camps are limited to only 8 hours/day**

**6. What if the student worked more hours than those limits and has that work signed by a supervisor, can they still get credit?**

No, all submission hours must be approved by the community service office which will reduce the hours to follow school district policy guidelines set by New York State Labor Laws. All hours must be submitted within one year of service.

**7. What is excluded from community service credit?**

- Meetings or training to be a volunteer
- Work for your own family
- Travel time to an assignment
- Practice time to perform music or theater, however, rehearsal time count
- Hours that exceed NYS child labor laws

Some of these are not eligible because it is not a service. They are preparing the student to provide the service.

**10. How often must I submit my volunteer work?**

All volunteer work must be submitted within one year of service. If the student worked several events or an ongoing assignment, they can fill out ONE timecard and ONE online form detailing what they did and reflecting on that service.

**11. What if I have a signed timecard, letter or certificate, do I still need to fill out the online form?**

Yes, the form is part of the verification process and requires a reflection on what was learned for school credit.

**12. When do I need a timecard to go with the form?**

When volunteer hours occurred over several weeks or months. Signed letters or emails from the organization are accepted as a substitute for a timecard. **Timecards are stapled to printed online form and turned in.** When asked to enter dates and hours on form, enter: see attached.

**13. How many volunteer hours are needed to receive school credit?**

75 hours	.25 credit
150 hours	.50 credit
225 hours	.75 credit
300 hours	1.0 credit

Students continue to submit hours over 300 to qualify for award and scholarship opportunities. School credit is posted to transcripts in June of the junior year and September, January and June of the senior year.

**14. How do I Find Community Service Opportunities?**

- Go to website: [www.pittsfordschool.org/communityservice](http://www.pittsfordschool.org/communityservice)
  - Click on **Volunteer Opportunities** (Updated Monthly)
- The community service bulletin board outside the counseling office posts monthly and ongoing volunteer opportunities. (SHS/MHS/BRMS)
  - CRMS posts in the commons, main office and ticket booth
- Interact Club at high schools and Community Service Club at middle schools
- School morning announcements, PTSA weekly e-newsletter

## 15. What volunteer opportunities are there at school?

- Web Leader/Link Leader
- Bookstore/Office Helper/Team Gardens
- PTSA Events (Super Sale, Welcome Back Picnics, etc.)
- Interact Club (High Schools) and Community Service Club (Middle Schools)
- Music and theater backstage crew, pit orchestra, lighting and sound
- Audio/Visual Department
- Tutoring or Mentoring Clubs
- School band performances at town events( Memorial Day, Jazz Festival, Village Candle Light Night) or school events (Graduation, Pep Band)

## 16. Where in our communities can volunteer opportunities be found?

- Church, synagogue, mosque, etc. (Assist with Vacation Bible School, assisting in day-to-day operations, church missions, etc.)
- LIT/Counselors at camps
- Senior Living Homes
- Hospitals
- Soup kitchens, food pantries, libraries, etc.
- Boy Scout/Girl Scouts volunteering (Red Kettle Campaign, Eagle Projects, candy for military, collecting donations for homeless or food pantries, etc.)
- Volunteering for congressperson or senator's office/campaign
- Assisting a neighbor with mowing, raking, shoveling (work for your own family does **not** count)

There are many more activities that qualify. If unsure whether something qualifies, contact the community service office for help. The basic rule is: Does the volunteer work benefit the community?