

## Frequently Asked Questions

### 1. How to submit for community service credit while schools are closed for grades 6-12:



- Go to [pittsfordschools.org/community-service](http://pittsfordschools.org/community-service) and click on *Form for Credit*
- Fill out form and click **Done, print** (not an online process)
- **10 hours or less** need parent signature
- **Over 10 hours**, send email to supervisor requesting email verification
- Email form to Mrs. Legg at [michelle\\_legg@pittsford.monroe.edu](mailto:michelle_legg@pittsford.monroe.edu). **Over 10 hours**, supervisor email verification **must be included with scanned form** to be processed.
- **Emails must be sent in using a scanning app that produces a PDF. Photos of forms cannot be processed due to legibility issues.**
- If you have questions about the process, please contact Mrs. Legg, Community Service Faculty Secretary at [michelle\\_legg@pittsford.monroe.edu](mailto:michelle_legg@pittsford.monroe.edu)

### 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. Also, all hours must be submitted **within one year of service** or they expire.

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.

**8. 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.

**9. 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.

**10. Do I need to fill out a form for each individual day I volunteer at an organization?**

No, 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. 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.

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

- Go to website: [www.pittsfordschool.org/comunityservice](http://www.pittsfordschool.org/comunityservice)
  - Click on **Volunteer Opportunities** (Updated Monthly)