

# Geneva High School GIVE Project

## (Geneva Is Volunteering Everywhere)

### PURPOSE

Community service work is a vital learning experience, which creates the kinds of citizens who make a difference in our society. Geneva Community High School graduates should be prepared to be good citizens who care about their community. The GHS PTO would like to encourage and support student involvement in community service by providing information on service opportunities and recognizing students who are making a difference in our community. Community service is doing volunteer work for an individual or non-profit organization that helps others without receiving compensation.

### IMPLEMENTATION

Students and parents will receive information about the project through the Viking Vessel and morning announcements. Students may pick up forms to document their community service hours at the GHS Main Office or print one from the Geneva High School website ([www.geneva304.org/ghs](http://www.geneva304.org/ghs)). Look under the "Parent Information" tab. Students should make a copy of the GIVE Hours Record and return it to the GHS Main Office when the form is full or as needed. Forms can be turned in any time during the school year. All forms must be returned to the GHS Main Office by **Friday, April 24, 2020** so the GIVE Committee can tabulate the hours. Hours for the 2019-2020 school year are accepted for service done on April 27, 2019 through April 24, 2020 for current GHS students. **Incoming freshman can begin recording service hours the day after GMS Promotion Ceremonies. Any hours worked over the summer should be included.**

### GUIDELINES

All students at Geneva High School may participate in the GIVE Project. Students may use volunteer hours gained by participating in school coordinated volunteer projects such as those organized by Key Club, National Honor Society or other school groups. Community service may also be done through scouts, church or independently. Places of service may include, but are not limited to, the library, hospital, animal shelter, city, history center, philanthropic club or other activity where the **student can validate service to others**.

Volunteer service is considered to be actual time spent working on a project. This does not include travel time, club meetings, training, and other social events. If there are questions about the suitability of a volunteer opportunity or what is considered as acceptable GIVE hours, students must check with a club sponsor or a GIVE Chairperson prior to doing the service.

Examples of acceptable GIVE hours:

#### 1) Religious (Worship) Services

-If you volunteer in your church (choir, musician, greeter, pass out materials, coffee service, kids' helper, etc.), the time spent performing your service can count for GIVE hours. The remaining time spent attending the worship service does not count for GIVE hours.

-Practice and rehearsal time does not count for GIVE hours.

## 2) Concerts/Plays/Entertainment

- Time spent performing for a free community performance or fundraiser for a non-profit organization can be used for GIVE hours.
- Practice and rehearsal time does not count for GIVE hours.

## 3) Pet sitting for a person in need

- Time spent actively caring for the animal (walking, feeding, playing) can be used for GIVE hours.
- Time spent keeping the animal company does not count for GIVE hours.

## 4) Mission Trips

- Time spent working (typically 8 hours/day) can be counted for GIVE hours.
- Time spent traveling, sleeping or free-time does not count for GIVE hours.

## 5) Service Projects

- Service projects for scouts or those performed independently (with little or no oversight or supervision) need prior approval from the GIVE committee if expected time commitment will total greater than 20 hours per year.

## DOCUMENTATION

In order for a student to receive full credit for community service hours, the GIVE hours record form must be completed with all of the following information:

- \*Student's name, grade level, phone number and student ID
- \*Date(s) of service
- \*Number of service hours given
- \*Name of the organization or individual student volunteered for
- \*Description of service. (Please be specific)
- \*Printed name, signature and phone number of an adult supervisor

The PTO GIVE Committee will verify the information submitted. Only forms with all of the above information will be considered.

We want to give our students all the credit they deserve so **PLEASE PRINT NAME CLEARLY ON THE FORM.** Also, make a **COPY OF THE FORM** for your records before submitting. In the case of lost or misplaced forms, it is the student's responsibility to provide a duplicate.

## RECORDING HOURS

-If you volunteer intermittently and/or with different organizations, record hours as outlined above under 'documentation'.

-For steady volunteering tasks that are less than 30 minutes, time can be collated and signed off monthly (for example, if you volunteer 15 mins. every Sunday passing out bulletins in July, you can count it as one hour for the month of July and have it signed off).

-Steady volunteering tasks that are over 30 minutes can be signed off monthly but each date of service/task must be clearly listed.

## SUPERVISOR/TEACHER/COACH/SCHOOL SPONSOR Guidelines

Before signing off a GIVE hours record form, please ensure that the form is filled out clearly and correctly per the guidelines and instructions above.

-Review number of minutes/hours. Are they reasonable and accurate?

-Please DO NOT pre-sign GIVE hours record forms without listing the date, description of service, and accurate number of service hours.

-If you have multiple students volunteering for exactly the same project, please ensure that each student receives the same number of hours as their peers.

## LEVELS OF RECOGNITION

**WHITE LEVEL** - Students providing 20-49 service hours per year will receive a certificate.

**BLUE LEVEL** - Students providing 50+ service hours per year will receive a certificate, and a sweet treat.

**GOLD LEVEL** - Graduating students with a total of 200 or more service hours while attending GHS will receive a certificate, and a tassel to be worn at graduation.

## CONTACT INFORMATION

Please contact Nicole Close at 630-347-8132 or [nclose747@gmail.com](mailto:nclose747@gmail.com) with any questions.

Parent volunteers may be needed at the end of the school year to tally forms and to pass out awards. If you are interested in helping out, please contact the above numbers, or sign up on the PTO registration form included in the registration packet.

"No one is useless in this world who lightens the burdens of another."

-Charles Dickens