

## LCISD SERVICE CORD GUIDELINES

Service Cord is a volunteer organization which requires students to provide time and energy serving the surrounding communities. The program's purpose is teaching students about responsibility, accountability, selflessness, showing appreciation, being shown appreciation, and giving to those in need.

### Definitions:

- Community: the service should impact the greater community
- Service: involves unpaid service or help that is given to the community without any expectation in return
- Donations: items of monetary value are considered donations whereas service hours are a giving of one's time in service to the community
- Non-profit Organization: a group organized for purposes other than generating profit and in which no part of the organization's income is distributed to its members, directors, or officers.
- Volunteerism vs Service Hours: while volunteerism and service hours can be synonymous students should note that not all opportunities labeled Volunteer or Service Hours may qualify for Service Cord

### Service Cord Guidelines:

- Student must attend a LCISD high school, grades 9-12.
- Students are allowed to start tracking service cord hours the summer before 9th grade.
- Must complete 160 service hours, entered into the required LCISD portal by April 15th of senior year of high school. (Averages to be about 40 hours per year)
- **COVID updates to hours (3/9/2021):**
  - **Due to the impacts of COVID, during the 20/21 school year, the graduating classes of 2021, 2022, 2023, and 2024, will have a 100-hr Service Cord requirement.**
- LCISD Administration will continue to address the impacts of COVID, including continuing to monitor service hour opportunities and progress toward Service Cord Awards.
- Transfer students- Students who move into LCISD will be allotted a prorated amount of service hours to complete service cord requirements. Prorated hours will be based on the semester and grade level the student moved into the District.
- Organization must be "not for profit"
- Service Cord hours must be completed outside of the student's regular school day.
- Student cannot receive monetary payment (get a paycheck) for time spent volunteering.

### *Examples of acceptable service cord service opportunities (not a comprehensive list):*

- Volunteering at LCISD elementary fall festival
- Volunteering to work the concession stand at the volleyball game and you are not a member of the volleyball team
- Special Olympics
- Volunteer duties associated with a religious organization or other community oriented non-profit organization
- Boy Scout/Girl Scout service hours
- Rosenberg/Richmond/etc. revitalization
- Highways clean up

- Volunteering at blood drives (outside of the regular school day)
- Pre-approved structured tutoring (such as adult education, literacy programs, and citizenship programs)
- Daily/Weekly limits: 1 day is 8 hours and one week is 40 hours; travel time may not be included (some exceptions may apply; see CCF)
- Organized volunteer program at a hospital (Candy Stripe, etc.)
- Assisting a teacher/school/campus; outside of school hours/school day (grading papers is not an approvable service hour opportunity)

*Examples of hours that will be denied service cord approval:*

- Youth shadowing experience (shadowing a doctor, vet, attorney)
- The organization is a for-profit organization
- If the activity is part of the participation and responsibility of being member of the school team/organization/club (example: Volunteering at the ROTC car wash, to raise money for ROTC, and you are a member of ROTC).
- Grading papers

**Entry and Approval Process:**

- All hours must be entered into SchoolLinks by the posted deadline.
- Must enter volunteer supervisor’s email address in SchoolLinks. Hours will not receive LCISD approval until hours have been verified by volunteer supervisor.
- It is the students’ responsibility to ensure that the hours have been verified—prior to the deadline.
- A designated campus staff member will approve verified hours that meet guidelines.
- Hours NOT verified by the supervisor, prior to the deadline, will not be approved.

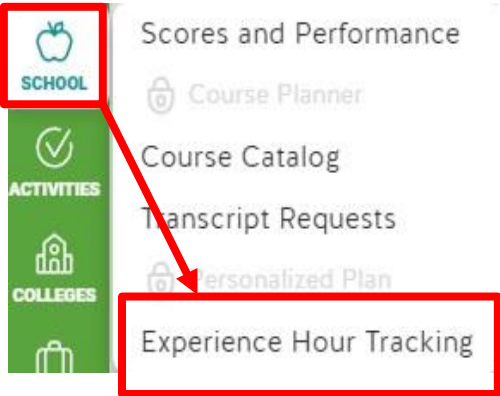
**Deadlines:**

September 15	Hours served after May 1 <sup>st</sup> - September 14 <sup>th</sup> are considered "summer hours" and must be entered, AND VERIFIED by supervisor, by September 15 of the following school year, for approval.
December 15	All hours completed between September 15 <sup>th</sup> – December 14 <sup>th</sup> must be entered, AND VERIFIED by supervisor, by December 15 <sup>th</sup> , for approval.
April 15- <i>Seniors Only</i>	Senior year service hours completed from December 15 <sup>th</sup> through April 14 <sup>th</sup> must be submitted, AND VERIFIED by supervisor, by April 15 <sup>th</sup> , for approval. Any hours submitted or verified after April 15 <sup>th</sup> <b>will not</b> be considered.
May 1	All hours completed from December 15 <sup>th</sup> through April 30 <sup>th</sup> must be Submitted, AND VERIFIED, by no later than May 1 <sup>st</sup> .
<i>Hours should not be retroactively entered (e.g., seniors entering hours from freshman year—this is due to the bookkeeping and verification requirements of the supervisor or supervising agency) and will not be approved.</i>	

*Note: If you are unsure whether your service will be approved, speak to your CCF in advance, before the entry deadline.*

**How to Enter Service Cord Hours in SchoolLinks:**

In SchoolLinks, Click on *School*, *Experience Hour Tracking*



Click *Add Experience*



Select whether the service occurred on a single date or multiple dates (If multiple dates, please be sure to provide specific dates and hours of service in the Responsibilities and Activities section on the next page.)

**Step 1: Experience Setup** ✕

Fill out the following information to setup this experience.

1. Who was the supervisor for this experience? Add their email address below so they can review and verify the accuracy the details you are recording.

Supervisor Email Address

2. Would you like to record a single date of an experience, or summarize multiple dates at once?

Record a single date

Record a summary of multiple dates

Enter Experience Detail. Be as detailed as possible. Click on *Save Experience*.

### Step 2: Experience Details ✕

Fill out the following information to setup this experience.

- 1. What organization hosted this experience? Type below to add a new one or choose from existing organizations.

Organization Name

- 2. When did you start participating in this experience?

Start Date

- 3. Across all days, how much time was spent in total participating in this experience?

Hours Spent  Minutes Spent

- 4. What were you responsible for doing and accomplishing while participating in this experience? Summarize your time spent and reflect on what you accomplished.

Responsibilities and Activities