COMMUNITY SERVICE: A DEFINITION

Community Service refers to service that a person performs for the benefit of his or her local community. Step outside of your familiar environments and expand your horizons. Strengthen your senses of civic engagement and nationalism. Broaden your educational, developmental and social goals. As a TVS student, you should deliberate, plan, implement and reflect on your community service in order to sustain the highest quality of service learning.

MAKING YOUR VOLUNTEER HOURS COUNT

The purpose of the Community Service program at Trinity Valley School mirrors the mission of the school itself; that is to prepare you to become a responsible, active citizen. To that end, the program strives to instill in you an awareness of the multiple needs of the community, a sense of moral obligation to help those less fortunate and the desire to make your community a better place in which to live.

Community service can refer to projects that members of certain youth organizations perform (Boy Scouts, some high schools, etc). However, working within your church, synagogue, mosque, etc., will NOT satisfy the community service requirement UNLESS you are doing some type of outreach within the community (benefit concert, car wash for charity, Vacation Bible Schools, etc.). If you have any question AT ALL about the validity of your hours, PLEASE contact Mrs. Hiler prior to your service. **Furthermore, you may NOT complete more than 50 percent of your requirement at the same organization.**

DIFFERENTIATING BETWEEN SCHOOL SERVICE AND COMMUNITY SERVICE

**School service does not equal community service.** Community service is performed as a service EXTERNAL to the school. If you volunteer for school service opportunities (TOE, SS TVS, drama productions, athletic camps, etc.), you may NOT claim those hours as community service. However, if you complete 40 hours or more of school service (anything within the gates of TVS or TVS-sponsored activities), you will receive special recognition at your TVS graduation ceremony. A separate school service form must be completed in to obtain credit hours. You are responsible for completing these forms, NOT the person for whom the work was done.

GUIDELINES FOR STUDENT VOLUNTEERS

You are responsible for arriving at the given location on time, wearing the proper clothing, and respecting all the rules and regulations of the agencies with whom you are volunteering.

**APPEARANCE**

Your personal appearance is considered very important. A standard of dress reflecting your volunteer status is equally important. Specifically, girls will not wear backless clothing, spaghetti straps, short shorts or clothing in which the midriff is exposed. Depending upon the project, blue jeans will be allowed. You will be supplied with a community service T-shirt which should be worn when participating in a community service volunteer project. See Behavior and Dress section under Rules and Regulations section below.

**ACCOUNTABILITY**

Your hours are recorded and kept in a file in Mrs. Hiler’s office. You and your parents will be notified each grading period as to the amount of hours that you have contributed. At the end of the school year, a final report will be mailed home to all parents regarding the entire year’s volunteer hours. Accountability forms must be submitted **within two weeks of service**, with the signature of the supervisor of the agency involved -- no parents’ signatures please.

**BENEFITS**

You will benefit from your volunteering by building on your leadership, communication, and decision-making skills. You will also learn a lot about yourself. This will help you develop academically by being able to integrate your learning experiences with practical experiences. At the same time, others will benefit from your volunteerism.
CHAPERONES
The Community Service Director or designated faculty member will attend all functions that require an adult chaperone. Otherwise, you will be monitored through the agencies where the volunteering is done.

NOTIFICATION OF VOLUNTEER OPPORTUNITIES
Volunteer opportunities for community service and school service will be posted on the community service bulletin blog on a weekly basis. The link is http://tvscommunityservice.blogspot.com/. You and your parents will receive e-mails that will notify you of upcoming opportunities. Once you have signed up for an opportunity, you will be responsible for fulfilling your commitment. If you wish to propose an alternative service idea, please submit it to Mrs. Hiler for approval prior to participating in the project.

QUESTIONS
Community Service Director Sunnae Hiler is available to answer questions and help advise you with scheduling, placement and any other information that you might need. Mrs. Hiler’s phone number is 817.321.0100 and she is at school from 8 a.m. - 4 p.m. Her e-mail address is hilers@trinityvalleyschool.org. She will be available at any time throughout the day for the purpose of collecting hours and answering your questions. After hours, she can be reached at 817.822.5723. Please do not call after 9 p.m.

STUDENT BEHAVIOR
Remember that you represent your school when you are out in the community. Your actions are a reflection on you and your school. Any misbehavior while on a volunteer assignment will be handled by the faculty sponsor who will also notify the US Principal if further disciplinary measures are required.

TRANSPORTATION
You are responsible for obtaining your own transportation to and from volunteer opportunities. Trinity Valley School does not assume liability for any student traveling to and from volunteer opportunities.

RULES AND REGULATIONS

ACCOUNTABILITY
Your attendance at projects for which you have signed up is mandatory; however, should an emergency arise that prevents you from attending, please secure a replacement if possible.

BEHAVIOR AND DRESS
When in the community, you represent Trinity Valley School. Act accordingly.

Do not wear T-shirts with references to alcohol, cigarettes, drugs, profanity, etc. If determined as inappropriate by the agency, students will not wear shorts. Girls will not be allowed to wear clothing that exposes their midriff, back or shoulders. No spaghetti straps, please. You are responsible for asking about proper attire when contacting the agency.

Faculty sponsors reserve the right to send you home if you are inappropriately dressed. Any misbehavior while on a volunteer assignment will be handled by the faculty sponsor who will also notify the US Principal if further disciplinary measures are required.

Cellular phones may not be used while performing Community Service projects.

COMPENSATION
No monetary compensation is permitted for work done for community service.

FORMS FOR INDEPENDENT SERVICE
Blank Community Service Documentation Forms (and School Service Documentation Forms) are available on the community service blog, from Mrs. Hiler, or on the TVS Web site (www.trinityvalleyschool.org). A form must be submitted for each activity that is completed within two weeks of the performed service. **NO EXCEPTIONS WILL BE MADE.**
Documentation must include your name, grade, organization name, a precise description of the service performed, a supervisor’s signature and daytime phone number. NO PARENT SIGNATURES will be accepted.

Documentation forms for summer work can be submitted during the first two weeks of the fall semester.

Incomplete forms will be returned to you. Hours will not be recorded until the form is properly completed.

HOURS REQUIREMENTS
In order to stay on track, you are strongly encouraged to complete a minimum of 15 community service hours per school year (for a total of 60 hours over a four-year period). In other words, after the freshman year, students should have completed 15 hours; sophomore, 30 hours; junior, 45 hours; senior, 60 hours.

You are strongly encouraged to keep copies of all forms that are submitted so you can reconcile with the report that is e-mailed to you.

POLICY FOR VOLUNTEERING WITH INDEPENDENT AGENCIES
If you question whether an activity will count as satisfying community service hours, you should talk to Mrs. Hiler before the activity takes place.

TRANSFER STUDENTS
Students new to the school in Grades 9 & 10 are required to accumulate 60 hours; in the eleventh grade, 30 hours; and in the twelfth grade, 15 hours.

SCHOOL SERVICE

The School Service Award is intended for students who have a desire to give something back to TVS by volunteering their time and talents. School Service is NOT mandatory. If you complete a total of at least 40 hours of school service, you will be recognized publicly at your TVS graduation ceremony. Hours received for school service cannot be applied toward a student’s community service requirement. As with community service, students cannot receive compensation for school service hours.

School service hours are accepted for the following activities/departments/organizations:

- Admissions (HOSTs)
- TOE
- Summer Sports Camps
- Maintenance
- Alumni Association
- SSTVS
- Parents’ Club and its organizations
- TVS Concessions

To claim school service hours, please return the school service documentation form to Mrs. Hiler, indicating the school service hours that you have completed. Mrs. Hiler must approve any school service project not listed above.

TVS COMMUNITY SERVICE.
Think. Feel. Volunteer.
I. PURPOSE

The purpose of the Community Service Program at Trinity Valley School mirrors the mission itself that is to prepare each student to become a responsible, active citizen. To that end, the program strives to instill in each an awareness of the multiple needs of the community, a sense of moral obligation to help those less fortunate and the desire to make one’s community a better place to live.

II. REQUIREMENTS

The completion of 60 hours of volunteer service is one of the graduation requirements and must be fulfilled before senior privileges are fully granted sometime in the spring semester. Community service may accrue beginning with the summer prior to the ninth grade year. Students new to the school in ninth and tenth grade are required to accumulate 60 hours; in the eleventh grade, 30 hours; and in the twelfth grade, 15 hours.

III. STIPULATIONS OF THE PROGRAM

Volunteerism is the cornerstone of the program and as such must be free of personal gain, remuneration, or repayment of debts. As an example, the program specifically excludes community service enacted for the repayment of traffic fines through Teen Court. Trainers or managers for the athletic teams at TVS are excluded from receiving any community service in the performance of their duties. Serving as a trainer or manager satisfies a Physical Education requirement and as such does not qualify for community service credit. Community service is just that, and will be approved or denied on an individual basis. If there is any doubt as to the validity of the service, the TVS Coordinator Sunnae Hiler is to be consulted before the activity takes place. Students will not receive credit for hours obtained while working for a private individual. This is not in the spirit of Trinity Valley School’s community service program.

IV. OPPORTUNITIES

Students are made aware of community service opportunities on a continuous basis throughout the school year. A community service blog is updated weekly for students who are in search of volunteer opportunities. The student is responsible for acting upon the information. Service is not limited to the options presented at school but must be approved by the TVS Coordinator prior to the activity. Students MUST NOT complete more than 50 percent of the required hours at the same organization.

V. DOCUMENTATION

Students shall provide proof of community service from the sponsoring organization preferably on letterhead documenting: (1) name of the organization, (2) description of service performed, (3) date(s) and number of hour(s) of service, and (4) signature and title of the supervising adult representative of the organization. Forms may be obtained from the TVS Coordinator or the Community Service bulletin board if needed.

VI. CONTRACT

Each student entering the Upper School (grades 9-12) and a parent will be required to sign this contract stating that the purpose, requirements, stipulations, opportunities, and documentation are fully understood and agreed upon.

We have read carefully the Community Service Program requirements and reviewed the stipulations stated above. We recognize that it is the student’s responsibility to fulfill these requirements for graduation.

___________________________________  ___________________________
Student Signature     Date signed

___________________________________  Current Grade________
Student Name (Please print)

___________________________________  ___________________________
Parent Signature     Date signed

Please print, sign and return the original to Sunnae Hiler, Community Service Coordinator.