

Genesis Student Portal
Community Service Module
2024-2025 SCHOOL YEAR
(May 6, 2024 - May 2, 2025)

This RHS Community Service Program is an optional program in which students can volunteer their time while helping to strengthen their community. The deadline to report any qualifying community service hours for the period covering May 6, 2025 – May 2, 2025 is **Monday, May 5, 2025.**

I. Purpose:

- a. The purpose of giving service awards to RHS students is to identify and recognize those students who give of their time and talent to help others **without receiving financial compensation** and thereby to encourage other students to give service as well.

II. Description of Awards Process:

1. Service credit will be given for any approved activity involving service to a school or community. Those service activities, which result in the receipt of financial compensation or a sports-type letter, are not eligible to receive service credit.
2. Students in all grades should report their service hours. Students who have a total of the following hours in a given year (May 1, 2024 - April 30, 2025) will receive a service award. The Service Awards will be presented at the Awards Night in June .

100 Hours – 199 Hours - Bronze Pin

200 Hours – 249 Hours - Silver Pin

250 Hours or More - Gold Pin

3. The following situations are described to help clarify what activities qualify as service and what ones do not. Playing on a sports team will not be considered a service although managing a sports team, provided no athletic letter is given or promised, will count. Performing on stage in a musical comedy will not be considered a service although working the lights for a musical or choreographing a dance number will count. Attending boy scout or girl scout meetings will not count although serving as a troop leader will count. Attending a church-sponsored youth retreat will not count although helping to organize such a retreat will count. Sleep hours do not count on camping trips/retreats. Travel time to and from a service will not count. Court-ordered or like service will not count. Attending meetings for school clubs do not count, but community service events through the club will count.
4. Any student wishing to be eligible for a Service Award must submit a properly completed **Service Record Form 2024-2025.** The Service Record Form must be downloaded and then completed by a teacher, advisor, or adult leader, attesting to the number of hours and the type of service given by that student. Once signed, it must be uploaded to the Genesis Student Portal (directions below).
5. It is the sole responsibility of the student to enter their service hours into Genesis and upload required documentation.
6. The deadline to submit forms to the Genesis Student Portal is **Monday, May 5th, 2025.** Late submissions may not be accepted. *Directions for submissions to the portal can be found on the 2nd page of this document.*

Current list of approved organizations for the RHS Community Service Award program can be found [HERE](#)

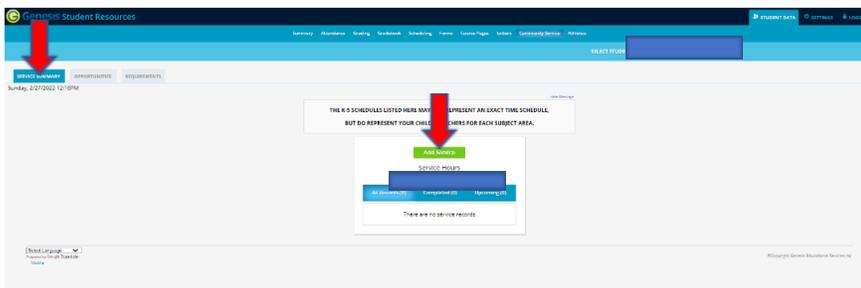
Genesis Student Portal Community Service Module Directions

A completed Community Service Awards Form must be submitted to the Genesis Student Portal for each organization by May 1, 2025.

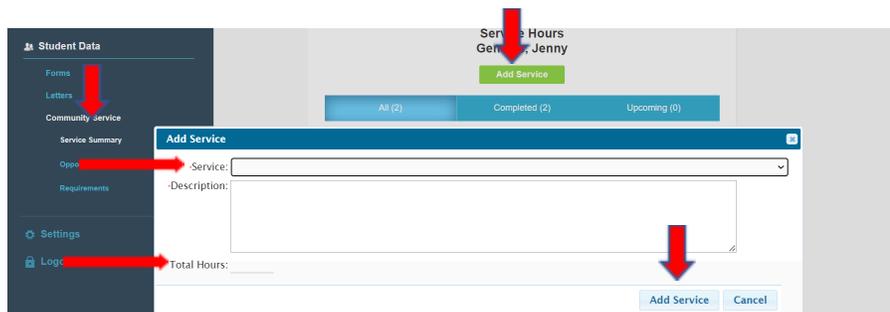
1. Login to the Genesis Student Portal. Select **“Community Service”**



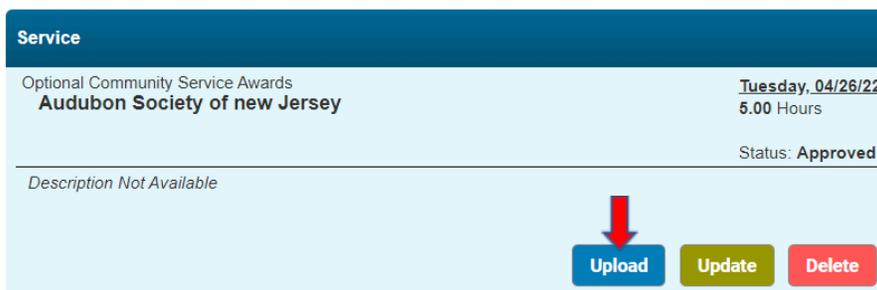
2. Select the **“Service Summary”** tab, then select **“Add Service”**



3. Complete each of the following for EACH organization:
 - a. Choose the organization from the list. **If the organization is not on the list, select “Other” and describe the organization in the description field.**
 - b. In the **“Description”**, include the date(s) or date range for your service and a brief description of the service performed.
 - c. **“Total Hours”** - Enter the exact number of hours you are submitting for this organization and that matches the hours reflected on the approved Service Record Form.
 - d. Click on **“Add Service”** to submit.



4. After the record has been created, upload the completed Service Record Form.
 - a. Click on **“Upload Form”**



- b. For the upload:
 - i. Choose a file from your google drive
 - ii. Click on "Upload file"

