

● PHS Service Cord Guidelines

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- ❖ **Purpose:** To recognize students who engage in a high level (quantitatively and qualitatively) of service to the community by awarding a service cord to be worn during the senior graduation ceremony.
- ❖ **Hours:** Students are to serve an average of 40 per year, 160 hours total for the student's high school career. For students who do not attend Pieper High for all four years, the student will be required to perform 40 hours per year that they have attended PHS. If a student earns 30 hours one year, 50 the next, 35 the next, and 45 the final year, the total is still 160, and the student will qualify for the service cord. Service hours from the summer before the Intent to Serve (ITS) is signed are allowed. **ITS must be filed before the end of the first semester in order to receive credit for the summer hours.**
- ❖ **Student responsibilities:** Students must declare their intent to participate in the program by signing a Declaration of Intent to Serve (ITS). The verification forms are to be attached to the Service Cord Log. All forms are available on the PHS College and Career website or in the College/Career Center near the Cafeteria. It is the **student's responsibility to maintain copies of all paperwork**. The Service Hour Log may be kept by the student or turned in to Mrs. Schrecongost as desired, but the Intent to Serve **MUST** be on file in order to participate in the Service Cord program. In addition, **all hours must be submitted in the spring of each year for review and verification** by the Service Awards Committee. **Students should also submit any hours earned over the summer by the end of September each year.** Students may not turn in hours for multiple school years at one time; the hours must be submitted annually. Not more than 10% (16 hours) of the required hours can be from court-ordered community service activities or "purchased" i.e. donations of socks, books, canned food, etc.
- ❖ **Guidelines:** Students **may not** receive any form of payment or compensation for the service performed. The following may NOT count toward service hours: school activities (ex.: decorating for prom or homecoming), duties associated with an elected school office that should be carried out in the normal course of duty for that office; family obligations (ex: babysitting/caring for other family members or friends), duties performed in association with a student's employment, tutoring a friend (ex. study groups, proof reading a friend's paper, studying for an exam). **Parents/guardians may NOT sign to verify hours. The overriding issue should be that the community service is done primarily to benefit others in the community at large and should be something out of the student's normal course of action. The final approval will be with the committee.** The following **may** count toward service hours and is NOT comprehensive: volunteer duties associated with a church, Boy Scout/ Girl Scout service hours, river clean up, highway cleanup, structured tutoring (such as of younger students, adult education, literacy programs, citizenship programs), service hours honored by FACs, NHS, and Student Council. Service hours must be completed outside of the normal school day. Activities about which the student is unclear should be cleared through Mrs. Schrecongost in the Academic & Career Center.
- ❖ **Deadlines:** Students may declare their intent to participate in the program at any time. However, the Letter of Intent and at least 10 service hours must be on file by December of the student's senior year. **No new ITS will be accepted in January of the student's senior year.** All hours must be completed by April 1st of the student's senior year. Hours will be posted no later than March to ensure students will have adequate time to complete remaining hours. The committee will review senior applications during the last two weeks of March each year and review all other student applications. Files will be maintained in the Academic and Career Advisor's office in the Academic/Career Center. **The final responsibility for maintenance of record resides with the participant. Participants must keep a copy of all documents turned in to the Service Committee.**