Portola High School Community Service Guidelines

Due Tuesday, MAY 18th, 2027 @12:30PM in the Counseling Office

Community service usually springs from selflessness and a desire to participate in civic activities to help one's greater community. It is in this spirit that Portola offers Community Service transcript recognition (no course credit will be given). Community Service is NOT a Graduation Requirement.

Volunteers select the service they wish to do, however, volunteer hours do not necessarily equate to Community Service hours. The main service requirements are that the volunteer is not paid for the service and that the service efforts are not court-ordered. Also, monetary donations or other in-kind contributions do not count towards Community Service hours. Fundraising does not count. Volunteer hours count as long as they are active volunteer hours directly engaged with the community while providing a service.

Since PHS is a public school, approved volunteer organizations are non-profits, not faith-based, participate in non-partisan work, and focus on providing a service to others in the greater community. This document offers guidelines to clarify the types of volunteer service opportunities that Portola accepts. You can submit your Community Service Recognition Form and reflective paragraph (150 word max) ONCE a year, and once you have completed a **TOTAL** of 25 hours. Do not wait until the last minute! Exact hours will NOT be listed on your transcript and we will not return any of the documents/records you submit.

Operating Principles

Eligible	Not Eligible
• Non-Profit Organizations/Activities • Civic Organizations/Activities • Peer Tutoring (not for credit)	• Faith-based Activities • Partisan Activities • Fundraising • For-Profit Businesses/Organizations • Student Created Organizations • Private Offices/Businesses (Doctors, Professors, Accountants, etc) • Self-Improvement or Lectures

Community Service Guidelines

At School: If you are a member of a school-based organization that requires community service as part of its mission, performing community service activities for a third-party organization counts.

- Only hands-on/direct volunteer service in the community may count
- Fundraising activities does not count (see fundraising section below)
- Regularly scheduled, recurring meeting time does not count (meetings are an internal organization function)
- Student Leadership (ASB) service projects during non-class time count
- Performing with school's cheer/pep/dance/band/choir/theater for senior citizens and/or disadvantaged group counts

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  - Regular performances and rehearsals do not count
  - Any performance required as part of a class does not count
- Tutoring another student during non-class time counts provided it is done as part of a sanctioned group (e.g., Portola Peer Tutoring) and the volunteer tutor is **not** receiving a grade or extra class credit
  - Helping your friend study for a test does not count
- Helping a teacher (even if the teacher is related to student) st up their classroom for the year during non-school time counts
- Time spent volunteering with the PTSA counts, as PTSA benefits ALL student and teachers

For Sports:

- Refereeing or coaching, training/setup, announcing, time keeping, working concessions as a sports volunteer for a non-profit counts, as long as it is not a PHS sports team or requirements of the outside team sport duties
  - Practicing, playing, and fundraising for a sport does not count
  - Any activities required for players (such as Varsity players helping at JV games) does not count
- Helping a coach (even if the coach is related to student) set up for the season during non-school time counts as long as the activity is not required for course credit
  - Helping coach for a for-profit organization on (e.g., Club Sports) does not count

For Performing:

- Performing at a charity event or for a disadvantaged group (e.g., Senior Citizens home, etc.) counts
  - Practicing and rehearsals for that specific performance do not count
  - Performing at your school does not count
  - Performances where admission is charged do not count
- Helping paint or build sets, sew costumes, etc. for a school play/musical counts only for time **not** required for a class
  - Performing in the play/musical does not count
  - Theater crew hours do not count
  - Ushering for a production counts but only for the duration of the actual performance that day
- Performing at a commercial venue (e.g., shopping mall, store opening, Disneyland, etc.) does not count
- Performing/marching at an optional community event (e.g., Veterans Parade, July 4th Parade, etc.) counts
  - School parades/events (e.g., Homecoming) do not count
  - Practicing/rehearsing for that performance does not count
  - Performing at a parade/event (e.g., Football Games) that is required by a class does not count

In the Community:

- Volunteering at any non-profit charitable organizations (of which you are not a member) event counts (Examples: PTSA, Habitat for Humanity, Salvation Army, Red Cross, Special Olympics, Relay for Life, Breast Cancer Awareness, Stop Hunger Now, etc.)
  - Preparing and delivering food or other necessities to people in need through a non-profit organization counts
  - Volunteering at a profit-based business does not count (includes internships and job shadowing)

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- Volunteering to help set up, organize, hand out pamphlets, hand out water, etc. for a non-profit organization's event counts
- Participating in a fundraising walk or run even if it is for a non-profit (e.g., Moonlight run, Avon walk, Relay for Life, Charity Miles, etc.) or for-profit (e.g., Color Run, Bay to Breakers, etc.) organization does not count
    - Training for these type of events does not count
- Service projects benefiting another non-profit organizations (for whom you are not a member) performed as part of Boy Scouts, Girl Scouts, Youth Groups, etc. count
    - Internal projects, fundraising and meetings for organizations of which you are a member do not count
- Teen Leadership Advisory Boards for community organizations count
- Volunteering at either the school or public libraries counts
- Volunteering at a non-profit hospital or at a non-profit animal shelter/fostering service counts
    - Working at a doctor or veterinarian's office does not count
    - At most, only 2 hrs/day fostering an animal will be accepted
- Volunteering at or attending a service-based summer camp (daily and overnight) run by non-profit organizations count
    - Only the direct contact hours/hours on task while volunteering count
    - Sleeping hours, personal time and travel time do not count
- Volunteering for non-partisan activities counts
    - Helping at voter registration or a polling place counts (must be non-partisan)
    - Non-partisan communications (e.g., mailings, phone banks, etc.) count
    - Helping a candidate or the candidate's campaign organization does not count

Fundraising:

- Fundraising does not count
    - Fundraising for a non-profit organization for which you are a member does not count (e.g., Boy Scout popcorn, Girl Scout cookies, etc.)
    - Independently developing a product or service for a non-profit organization that eventually is used to fundraise for that non-profit organization does not count (e.g., time spent baking, writing a book, blogging, posting music online, etc.)
    - Online fundraising (e.g., watching videos to earn points, etc.) does not count

Places of Worship: Since Portola High School is a public school, volunteer activities cannot be faith-based.

- Community service projects as part of a youth group benefiting a third-party non-profit organization count
    - Mission trips, Vacation Bible School, religious summer camps, etc. do not count
    - Only the time spent completing non-religious community service for a third-party non-profit counts (e.g., going with your church group to clean up beach)
- Any activity within a worship service does not count
    - Singing/playing an instrument or participating in the service (or anything inside of the place of worship), does not count (e.g., church greeters or babysitters)
    - Preaching and proselytizing do not count
- Mission trips whose main focus is to proselytize do not count

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- Sleeping, eating, worshiping, socializing and travel time does not count.

Miscellaneous that does not count:

- Service hours should not be approved/supervised/signed by a parent, another student, or yourself.
- Team-building activities do not count
- Helping anyone (e.g., a neighbor, family or friend) with a chore or activity does not count
- Fundraising for any group where the student is a member (e.g. Baseball player fundraising for the baseball team, fundraising to cover student's costs for a mission trip, fundraising for scouting activities, etc) does not count
- Any activity where the student is paid does not count
- Any activity required for a grade in class or for which the student receives course credit does not count
- Volunteering/Tutoring at a Private/Professor's Office (e.g., Kumon, helping violin teacher, etc.) does not count

If you have any questions about what will and will not be approved as service, please contact your counselor.