



# Frequently Asked Questions

**If you do not see your question listed here, please contact your school counselor**

[Why are we using Passport for Good \(P4G\)?](#)

[What kinds of things do I enter? What don't I enter?](#)

[Will the activities and community service I earned in the past count?](#)

[I have community service hours that I never submitted. What should I do?](#)

[What is considered community service?](#)

[If an organization I am a part of \(or applying to\) requires community service, do I enter it?](#)

[Do I still need community service forms?](#)

[What do I need to do when I participate in community service?](#)

[How is my community service verified?](#)

[Who can verify my community service?](#)

[Why are points and/or hours I have earned missing from P4G?](#)

[What is Century Club?](#)

[Who do I speak with if I see an error in P4G?](#)

---

## **Why are we using Passport for Good (P4G)?**

Passport for Good (P4G) is a web based program that will help students track the important things that they do outside of school. This can include both school sponsored and non-school sponsored extracurricular activities. Examples include sports, employment, community service, scouts, and basically anything you do after the school day. P4G is used to track these activities to help you meet West Islip High School's Civic Engagement graduation requirement.

## **What kinds of things do I enter? What don't I enter?**

You want to enter important activities and organizations you participate in that are NOT part of West Islip HS. If you are part of activities and organizations as part of West Islip HS, those items will be entered for you!

Some examples of items to enter are:

- All community service hours
- Boy or Girl Scouts

- Private athletic teams
- Dance companies
- Part-time employment

Examples of what **NOT** to enter, because we do it for you:

- Participation on Varsity or JV West Islip HS athletic teams
- Membership of a West Islip HS Club or Honor Society
- West Islip HS Club or Honor Society meeting dates/times
- Events that are required as part of your membership to a team, club, or honor society (excludes community service, you can enter that).

### **Will the activities and community service I earned in the past count?**

Yes. If you have previously submitted community service forms to the Counseling Center, they have been uploaded to your P4G account in bulk. They all count!

### **I have community service hours that I never submitted. What should I do?**

Any community service hours that you earned in the past that have NOT been submitted already, must be submitted by November 15th, 2023. After this date, only electronic submission will be accepted through Passport for Good.

### **What is considered community service?**

Community service is anything you do that benefits other individuals or the community. Community service is done with genuine regard for others and you should not receive compensation. It needs to be verifiable; therefore, a non-family member must be able to verify you did the community service. Service done for immediate family members as a familial responsibility, does not typically count as community services, even if you are not compensated. Here are some examples:

*Ex1) I was paid to babysit my sibling.* No, not community service.

*Ex2) I volunteered to babysit my neighbors kids so the parents could attend a school meeting?* Yes, community service.

*Ex3) I am applying for an honor society and cleaned the beach and tutored my peers to meet the requirements?* Yes, community service.

*Ex4) My athletic team ran a fundraiser to help raise money for our new equipment.* No, not community service.

*Ex5) My athletic team ran a fundraiser to raise money for those in need.* Yes, community service.

*Ex6) I went down to the beach and cleaned up trash on my own.* Even though this is a great thing for the community, because it is not verifiable, you could not use it and therefore wouldn't enter it in P4G.

### **If an organization I am a part of (or applying to) requires community service, do I enter it?**

Yes. Even if required by the organization, it is still community service and should be entered.

**Do I still need community service forms?**

No. We will no longer use community service forms. Adding the entry to P4G replaces our old forms. This will send an electronic verification to the community service organizer and add it to your profile.

**What do I need to do when I participate in community service?**

Get the name and email (most important) of whomever is overseeing the community service. Keep track of times you volunteered and what you did. All of this will need to be entered into P4G.

**How is my community service verified?**

When you enter the event into P4G, you will need the email address of the individual overseeing the community service event. They will get an email and verify your attendance.

**Who can verify my community service?**

Community service is verified by the event supervisor. This can be the individual organizing the event, or someone that supervised it. This person must be able to confirm your attendance. The person entered to verify your attendance can't be a family member or friend\*.

\*A family member or friend can be the approver if they are the individual organizing the community service event for a group of people and you are one of the participants. Examples of this would be if your family member is the coach or scout leader. Another example would be if your friend was running a club or organization. This information should be included in your P4G submission.

**Why are points and/or hours I have earned missing from P4G?**

There are numerous reasons why something you have done, or are currently doing, has not yet been reflected in Passport for Good. Review the below potential reasons based on category. If you believe an error has been made, please contact your school counselor.

**Community Service Hours**

Once you create an entry and submit your hours, it must be verified before they count towards your completed total. It is very common to have pending entries that are not yet accounted for. Once the event supervisor you entered approves your entry, the hours will be added to your total.

**CSIP Points\***

WIHS based in-progress activities, such as clubs, athletics, honor societies, etc. get updated in P4G twice a year (3X for athletics). Each January and May, we will upload participation and award points. If you are part of a group that earns points, you should expect to see this reflected in P4G by the end of each semester. For athletics, participation is uploaded a month into each season to ensure rosters have been

finalized. Only once these in-progress activities are officially loaded into P4G, will they be calculated into your totals.

Community service hours are converted to CSIP points 1x per month, generally in the first week of the month. Please give the system until the following month to see your updated numbers.

### **Seal of Civic Readiness**

Only completed courses, Regents exams, and approved submissions will reflect earned points. In-progress coursework, not-yet-taken Regents exams, and pending submissions will not count as points until they are fully completed/approved.

\*Though participation from former years **does** count towards the graduation requirement, it will only be loaded in the event the student needs to use those hours/points to meet the requirement. Therefore, some items from the past may not be visible on your P4G dashboard.

### **What is Century Club?**

Century Club is a very special recognition to any student that completes 100 hours of verified community service before graduation. All entries must be entered and verified in P4G. Hours earned in the past still count and have been loaded into P4G. For Class of 2024 only, students need only 85 hours of community, due to COVID limitations.

### **Who do I speak with if I see an error in P4G?**

If you see an error in P4G, or have any questions about the program, please contact the Counseling Center at 631-504-5830.