



Washington Leadership Academy

Community Service Hours

All students in DC are required to complete **100 community service hours** in order to graduate. For students to stay **on track** with this graduation requirement, they **must complete 25 community service hours each school year**. A student's total completed hours each year should be as follows:

Grade Level	9 TH	10 TH	11 TH	12 TH
Total Hours Completed	25	50	75	100

Community Service Hours must meet the following criteria to count towards graduation:

- Be completed with a non-profit or government agency
- Be completed outside school hours (unless otherwise authorized by School Leadership)
- Be an activity or event for which the student is **not** getting services or getting paid
 - For example: A student **cannot** receive community service hours for an after-school program *they participate in*, but they **can** receive community service hours for after-school programs *they support/assist*
- The Supervisor of the community service experience **cannot** be a guardian or family member
- Submit all completed community service hours via Google Form, which includes a signed Community Service Hours Form

****WLA students will follow this process to complete their community service hours****

Step 1: Identify Organizations

- Use [x2vol](#), [VolunteerMatch](#), or [Eventbrite](#) to find one-time and on-going volunteer opportunities
- Google search your interest and non-profits in DC (ex: environmental nonprofits Washington, DC or music nonprofits Washington, DC)
- Consider your network: Who do you know? Do they know anyone in a field you're interested in?
- Consider organizations you worked/volunteered with in the past, either through SYEP or another experience

Step 2a: Call the organization

The following is a suggested script for calling an organization to confirm whether you can complete community service at their organization.

"Hi, my name is _____ and I am a ____ grade student at Washington Leadership



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Academy. I am interested in opportunities to complete community service hours with your organization. Who is the best person for me to speak with about such opportunity?"

- Remember to ask for the full name, email, and phone number
- If you need to leave a voicemail, make sure to speak slowly and clearly. State your name and phone number twice in the message!
- If you speak directly to the person in charge of community service opportunities, make sure to take notes about the days and times you can start!

Step 2b: Email organization

This is a sample email you could send to the person in charge of community service hours/community involvement at the organization you're interested in.

TO: bennett@dcscores.org
CC: gwashtington@wlapcs.org
FROM: student@wlapcs.org
SUBJECT: Interest in Volunteering!

Hello Mr. Johns,

My name is Student and I am in 10th grade at Washington Leadership Academy. One of my graduation requirements is to complete 100 hours of community service and I'm interested in completing some of this requirement with your organization.

I am interested in DC Scores because of its unique approach to student support. I understand that you use both sports and writing to get students more engaged in their academics and I would like to learn first hand how that works!

Please let me know if you have time for a phone call to discuss the possibility of me completing community service hours with your program.

Look forward to hearing from you,

Student

Step 3: Record service dates

After repeating steps 1-2 to confirm a service site, use any of the methods below to record your service activities to ensure you don't miss them!

- Use your Google Calendar
- Add reminders/alarms to the calendar on your cell phone
- Use your agenda/day planner



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Step 5: Attend and record participation

- Print a copy of this [community service hours document](#) and bring it with you to your service site
- At the end of each service activity, ask your Supervisor to sign off on your participation
- Log your hours in [x2vol](#)
- Submit documentation directly to Ms. Q Washington