

AHS COMMUNITY SERVICE & PRESIDENTIAL VOLUNTEER SERVICE AWARDS

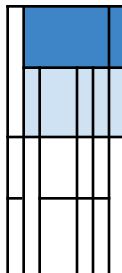
GUIDELINES & INSTRUCTIONS

- Award Calendar Year: April 18, 2026 - April 16, 2027
- Students may be eligible for **one** annual service award per year: the AHS Community Service Award. The Excellence in Service Award can be earned **once** during high school after an accumulation of 300 hours.
- Hours served as a "rising frosh" during this period count towards awards.
- In May, students receive an email confirming their award. Digital awards will be made available for AHS Community Service Award recipients.

For service hours to count towards awards, it must

- Be completed in the award calendar year
- Meet guidelines
- Be submitted in Helper Helper accurately and within one month after service
- Be validated by April 16, 2027

For questions, email communityservice@acalaneparentsclub.com. We are happy to help!



INSTRUCTIONS FOR TRACKING VOLUNTEER SERVICE

✓ 1: Get the app ● Download Helper Helper app in the App Store or Google Play. Or use the web version. ● Email communityservice@acalaneparentsclub.com to request an account with: ● Your first and last name ● Your birthdate: Month, Day and Year ● Your personal email address ● Your graduation year ● Check your email (within 1–3 days). You'll receive a temporary passcode (expires in 7 days). Log in and set your own password. ● Passcode expired? Just email the APC Service Team to get a new one. 👉 Look out for emails from Helper Helper throughout the year for volunteer opportunities to sign up for.	✓ 2: Enter hours within one month of service. ● Read guidelines to ensure service counts. ● Tap ☰ menu in the top left of blue AHS page. Choose "Add Past Commitment". Complete entry, pay extra attention to these fields: ● Hours served (start time + total hours). If 8+ hours, complete the multi-day field. ● Volunteer Coordinator: Person who can attest to service that is <u>not family or student</u>. <u>Email is required</u>. ● What did you do? <u>Provide detail</u>. 1-2 sentences: Tasks performed. Skills used. Who benefited? ● Multi-day service: List each date with hours. "I worked 8 hours at the Thrift Shop: Sept 2: 2–6pm, Sept 9: 1:00–5pm. Alternatively, submit a time log from the organization. ⚠️ If these fields are not completed or vague, entries will be rejected and require resubmission. 👉 Need to change a submitted entry? Email us.
✓ 3: Confirm Validation by Coordinator ● After submission, the Volunteer Coordinator gets an email to confirm your service. Emails sometimes land in spam — so follow up! ● 👉 It's your responsibility to ensure your service is validated by April 16, 2027. ● To check validation status: Tap "My Commitments" from the AHS page. Click "Past." Tap your entry: If it says, <i>"Attendance is pending approval"</i>, the coordinator hasn't validated it.	✓ 4: Confirm Final Approval by APC Team ● APC Team approves complete Helper Helper entries with service that meets guidelines. ● To view if hours are approved: Tap "View Stats and Goals." Blue star = approved entries. ● Service hours will not be approved if submitted late, don't meet guidelines, are not validated by April 17, 2026, or if a student does not respond to multiple emails seeking clarification. ● Service will be reduced if it is longer than allowed amounts (see guidelines).

GUIDELINES FOR SERVICE THAT COUNTS TOWARDS AWARDS

😊 Service that Qualifies

- **Active volunteer service that benefits others**, typically for a non-profit 501(c)(3) or civic organization (e.g., school, library). In limited cases, volunteer service at a for-profit organization may qualify (read below).
- All service is limited to 8 hours per day.

😊 Service that Qualifies but is Limited

- Required training for community service is limited to 2 hours.
- Fostering animals is limited to 20 hours.
- Service for AHS organizations is limited to 20 hours per category or club. Students can earn more than 20 hours by serving in more than one club or category. For example, serving 10 hours with ACA Buddies and 20 hours in Performing Arts equals 30 hours. But exceeding 20 hours in any one club or category would not yield more than 20 hours of service hours.

😞 Service that Does Not Qualify

- Non-active time: **planning or researching volunteer service**, travel, meetings, or rehearsals.
- Unpaid work, job shadowing, or internships at for-profit businesses.
- Service providing personal benefit (payment, class credit, helping family, court-ordered time).
- See more examples below.

EXAMPLE	QUALIFIES	DOES NOT QUALIFY
Acalanes High School Limited to 20 hours per category or club - Categories are Sports Medicine, Performing Arts, ACA Buddies, etc. - Clubs are Key Club, Baking for a Difference, etc.	AHS: campus clean-up, garden work, unified sports, selling concessions, special olympics, unpaid time to announce sports, sports medicine or coaching <u>not</u> required, serving as a team manager, being an ACA Buddy, etc. Club or team: donation drives, knitting blankets, coaching, performing at senior centers, etc. AHS Productions: Roles not required for class such as painting, set building and removal, costume sewing, ushering, lighting and sound. Orchestra pit work for musical performances qualifies but not for concerts.	AHS: Sports medicine hours required for class credit, being a peer tutor, paid roles in announcing sports events, or any required fundraising, school volunteering or community service as part of a team, class or program. AHS club meetings, time spent planning fundraisers or volunteer events. AHS Productions: Rehearsal time, participation in concerts, plays, or musicals.
Animals	Service at non-profit shelters or hospitals. Fostering animals or raising service dogs is capped at 20 hours total.	Unpaid work at a for-profit clinic or hospital.

Civic	Lafayette Youth Council, libraries, museums, schools, or at community events.	
Clubs & Organizations	Service for the community as a member of a club. Scout projects benefiting the community.	Time spent planning volunteer service. Meetings, events, buy-outs, training or leadership. Planning or managing events for the club or organization members.
Donation Drives & Gift Packages	Managing a donation drive such as collecting and sorting items. Buying donation items is limited to 1 hour total per drive.	Transporting boxes to the post office or donations to a center.
Fundraising	Managing fundraiser (hanging signs, staffing, etc.) Participating in fundraising walks or runs for the duration of the event. Baking or making items for a fundraiser.	Time spent planning or meeting. Required fundraising for clubs, teams, or organizations (e.g., booster ticket or Scouts' tree sales).
Healthcare	Service at non-profit hospitals or clinics.	Unpaid work at for-profit practice or hospital.
Mission Trips & Overnight Camps*	Limited to 8 hours per day during mission trips or overnight camps. Service at <i>for-profit</i> overnight camps qualifies.	Time spent on meals, sleeping, commuting, non-active time, or religious instruction.
Campaigns, Advocacy & Voting Support	Non-partisan voter registration, serving at polling or voting centers.	Political lobbying, issue advocacy, campaigns, participating in marches or protests.
Performing Arts (Outside of AHS)	Performing (not rehearsal) for public or charity events. Assisting with public, school or charity productions or at nonprofit or civic theaters.	Paid performances. Performing or assisting with performances for private events or for-profit organizations. Rehearsals.
Religious Organization	Volunteering in activities benefiting those outside the religious organization (e.g., food banks, Winter Nights, camps).	Volunteering in activities primarily benefiting the religious organization (e.g., choir, youth group, altar service, religious instruction).
Research	Research for a non-profit organization.	Research for a for-profit business.
Senior Center or Residence	Assisting with organized activities, spending time with seniors, or performing for them, <i>even if the organization is for-profit.</i>	Office work, job shadowing, or internships at for-profit organizations.
Teaching Assistant, Tutor, Coach or Day Camp Counselor	Serving as a teaching assistant, coach, or day camp counselor, <i>even if the organization is for-profit.</i> Tutoring for a <i>non-profit</i> organization.	Unpaid tutoring for a for-profit. Non-active time during camps or time spent on religious instruction.

*The 5th Grade New Horizons Camp gives students a document stating they earned 100 hours of service. However, per AHS guidelines, students will earn a maximum of 40 hours.