



Upper School Curriculum Guide: Community Service Requirements

Contents

[COMMUNITY SERVICE PROGRAM](#)

[GRADUATION REQUIREMENTS](#)

[DOCUMENTATION OF SERVICE](#)

[PRESIDENT'S VOLUNTEER SERVICE AWARD REQUIREMENTS](#)

[EXPECTED BEHAVIOR](#)

[FREQUENTLY ASKED QUESTIONS](#)

COMMUNITY SERVICE PROGRAM

The Community Service Program at the Episcopal School of Dallas is based on one of our four founding tenets: service. Through community service, our students are instilled with a sense of lifelong responsibility for the world God has entrusted to our care by addressing issues of hunger, poverty, education and more.

GRADUATION REQUIREMENTS

Upper School students are to complete a total of 50 hours of community service.

- 25 hours total during freshman and sophomore years.
 - Students may begin accumulating hours the summer before their freshman year. Hours must be completed by **May 31st** of their sophomore year.
- 25 hours total during junior and senior years.
 - Hours are must be completed by **January 31st** of their senior year.
 - Students are encouraged to serve a minimum of 20 of their 25 hours at one nonprofit organization in order to foster a strong commitment to the organization and its mission.
- Students who have not completed the appropriate amount of hours by the above deadlines are subject to a loss of privileges designated by the Head of Upper School, Assistant Head of Upper School and/or Class Dean.

Guidelines and Limitations:

- All service must be done directly for a nonprofit organization.
- Students are to request pre-approval from the Community Service Director prior to performing service that may fall outside the stated guidelines.
- Students may not miss class time for community service.
- Please reference the Frequently Asked Questions section on page 4 for additional details.

DOCUMENTATION OF SERVICE

- ESD uses [x2VOL](#) to record and track service hours. The platform is integrated with Naviance, the college guidance program and will be included in the student's portfolio.
- Students are responsible for recording their service hours.
- Students must provide contact information of a supervising adult when entering service hours. This cannot be a parent unless pre-approval has been granted. Students may not list other students when entering service hours. For projects sponsored by ESD, students may enter Mrs. Phelps' contact information or the faculty member sponsoring the project.
- The Community Service Director approves student entries before credit is granted.
- A detailed description and reflection of your service is required with each submission.

PRESIDENT’S VOLUNTEER SERVICE AWARD REQUIREMENTS

Every April, ESD recognizes Upper School students with the [President’s Volunteer Service Award](#), a nationally recognized award sponsored by the President’s Council on Service and Civic Participation. This program is **strictly voluntary** and designed for students wishing to excel in the area of community service.

- Students must complete the PVSA application and submit them to Mrs. Phelps by **April 1st**. Applications can be found in the US Student Notices Resource tab in the Community Service folder in Schoology. Students must access this form by logging into their google account.
- **Community service hours must be recorded and approved in x2VOL prior to submitting your application.**
- A printout of their service transcript indicating the 12-month period must be submitted along with their application. Students are responsible for determining their 12-month period of which hours are accrued. Hours indicated on the service transcript can be no more than 16 months old.*
- Students will be recognized during the PVSA recognition ceremony based on the following criteria:

	Bronze	Silver	Gold
Freshman	50 - 74	75 - 99	100 +
Sophomore, Junior, Senior	100 – 174	175 – 249	250 +

*For the 2018-2019 school year only, students who have already qualified for the award before the beginning of the school year, will still be eligible.

PVSA Service Guidelines and Limitations:

- All volunteer hours must be non-paid hours and completed within a 12-month time period.
- Students may earn a maximum of 20 hours per year volunteering directly for ESD and/or a place of worship. (ex. selling concessions for fine arts and sporting events, uniform resale, ESD summer camps)
- Students may earn no more than 20 hours per year volunteering indirectly. (ex: baking cookies, making cards, fostering animals)
- Students are to request pre-approval from the Community Service Director prior to performing service that may fall outside the stated guidelines.
- Students may not miss class time for community service.
- Please reference the Frequently Asked Questions section on page 4 for additional details.

EXPECTED BEHAVIOR

Students are bound by Honor, Respect, and Integrity and are expected to abide by the Code of Conduct, modeling expected behavior as they represent ESD to the broader community. The school reserves the right to deny credit to students who display inappropriate behavior that reflects poorly on our ESD community.

FREQUENTLY ASKED QUESTIONS

What qualifies for ESD Community Service?

- Service for local, national, and international nonprofit (501c3) organizations
- Service trips through travel and service organizations
- Service at libraries, city recreation centers, and city sponsored sport events
- Service at hospitals, clinics, and retirement centers
- Teen board meetings (VNA, Ronald McDonald House, etc.)
- Service at any camp that benefits a nonprofit organization
- Special events or fundraisers that benefit a nonprofit organization
- Outreach projects sponsored by ESD or your place of worship (ex. mission trips, service projects sponsored by your youth group, etc.)

What does not qualify for ESD Community Service?

- Travel time to and from your destination
- Time spent on service trips that are not part of the project (traveling, sleeping, etc.)
- Meeting hours for service organizations such as YMSL and NCL
- Volunteering at private camps or for private/select sports teams
- Hours for donations unless the project is sponsored by ESD (Thanksgiving dinner drive, teen Christmas gifts, e-recycling, etc.) Students will be given notice of which projects qualify throughout the year.
- Volunteering at private practices, law firms, etc.