

## Procedures

1. Students will receive information at the beginning of every year.
2. Pre-approved activities and organizations will be posted in a central location in each high school. Community service forms can be picked up in the Main Office of each building.
3. If students have arranged their own project, they must have their hours pre-approved. Forms can be turned in for pre-approval to the Main Office of each high school. ***Projects must be pre-approved or no credit will be given toward completion.***
4. Students must present the verification form to the event or site coordinator, who will sign the paper and return it to the student. The student is responsible for completion of all paperwork, as well as returning the paperwork to the designated person in the school.
5. Completed forms can be turned in to the Main Office of each high school.
6. Hours will be verified and documented both online and on semester report cards.

## Suggested Resources

***Activities for these organizations must meet all community service guidelines.***

Local Fire/Police Department

Local Libraries

Special Recreation

Park Districts

Retirement Homes

Thrift Stores

Food Pantries

Youth organizations

Homeless shelters/welfare agencies

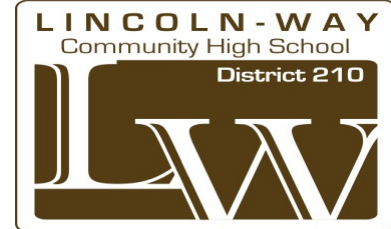
Forest Preserves

Animal Shelters

Museums

Community Service Organizations  
(i.e. Kiwanis, Rotary, Lions, Jaycees,  
Boy/Girl Scouts, etc..)

Help with school events (outside of  
school hours)



## Community Service Requirement

*We make a living by what we do, but  
we make a life by what we give*  
-Winston Churchill

*Lincoln-Way Community High School is committed to providing the experiences and opportunities necessary to maximize the academic and social growth of all students.*

## Frequently Asked Questions

### Q: What is Community Service?

A: Community service is putting others before yourself, helping those less fortunate, giving back to the community, and demonstrating the value of high school students to the community.

### Q: What is the Community Service Requirement?

A: Beginning with the class of 2013, all students will be required to complete 20 hours of community service in order to graduate.

### Q: When does community service have to be completed?

A: Between the summer prior to Freshman year and May 1st of Senior year, unless provisions for additional time have been approved by an administrator.

### Q: How will students get information about the requirement?

A: During their freshman year, students will be given a presentation that explains the process and options for completing the requirement.

### Q: How will the hours be documented?

A: Students can pick up blank community service forms in, and return completed forms to, the Main Office of each high school. Once the hours are entered, parents and students will see the hours documented on their report cards and online.

### Q: Are there any guidelines for what kind of work can be done?

A: Yes. Some organizations and activities are pre-approved and will be posted in each high school. If a student finds their own opportunity, it must be pre-approved. To qualify for approval, a project must meet the following criteria:

- It must be done outside of school hours
- All work must be done for a non-profit organization, including community and parent organizations, needy individuals or school-based group
- It must not cause a reduction in the number of employees at a site
- Students may not receive monetary reimbursement for their work
- It must not place students in a situation that would be inappropriate for their age, background, or level of maturity
- It must not place students in a situation which would pose a risk to their health or safety
- It must not be for any political activity, lobbying, or special interest group
- Work may not be for direct benefit of a family member

### Q: Is working for a church acceptable?

A: Churches do many things for the betterment of the community and individuals. Any help toward these activities is acceptable. Activities include, but are not limited to, mission trips, blood drives, teaching preschool or teaching religious education.

### Q: Where can students go to find out about opportunities?

A: Each school has a designated area where pre-approved opportunities and organizations will be posted. There will also be information available on the District 210 website. Students who wish to discuss options or ask questions can talk to one of the Associate Principals at each high school.

### Q: Are any students exempt from this requirement?

A: Some students with severe disabilities may be exempt from this requirement. These cases will be discussed individually with the Special Services Department chairperson.

### Q: Can community service be done in conjunction with any other mandatory community service (i.e. court)?

A: Students may not use court-mandated hours to fulfill the graduation requirement. However, hours that are done for the graduation requirement can be used for other organizations, such as National Honor Society.

