

Seven Lakes High School  
**Spartans Out Serving**  
**GUIDELINES**



**SOS GUIDELINES** (Revised 05/01/2009)

Freshmen, Sophomores, Juniors, and Seniors will be recognized at the end of the school year and eventually graduation if they meet the established criteria.

**Freshmen** must complete a minimum of **10 hours** of documented community and school service hours. All hours may be completed on site at SLHS. Hours must come from at least two sources or separate events.

**Sophomores** must complete a minimum of **20 hours** of documented community and school service hours. Hours must come from at least two sources or separate events with no more than 30 hours from one activity or recurring event. Service hours on site at SLHS will be limited to 10 hours.

**Juniors** must complete a minimum of **40 hours** of documented community and school service hours. Hours must come from at least two sources or separate events with no more than 30 hours from one activity or recurring event. Service hours on site at SLHS will be limited to 10 hours.

**Seniors**, wishing to earn a graduation honor cord, must complete a minimum of **60 hours** of documented community and school service hours. Hours must come from at least two sources or separate events with no more than 30 hours from one activity or recurring event. Service hours on site at SLHS will be limited to 20 hours. Journal entries for each activity are required for Seniors. The forms may be downloaded from the web page.

**MEMBERSHIP:**

- Annual dues of \$6.00 are payable at the beginning of the school year. The Membership Form is available to download from the SOS website - they will also be available at Spartan Spectacular, in the first day packets, and at the first regular SOS meeting of the school year in September. Deadline for payment of dues is October 1.
- Please staple your check or cash to your membership form to avoid loss. We prefer checks. Make checks payable to SLHS SOS.
- New or transfer student dues will be accepted throughout the year.

**VOLUNTEER HOURS:**

- Community service hours must be completed between April 1 and March 31 of the following year.
- Signatures are no longer required -- only the name and phone number of the person who is verifying the hours worked. A parent cannot verify the hours. (Revised 5/01/2009)
- Volunteer hours earned do not have to come from SOS sponsored or advertised events. They may come from any source as long as they meet current SOS Guidelines.
- Volunteer hours earned through school and/or community organizations may be documented and used for this program.
- Students may count hours worked at special events hosted by feeder schools.

- Students may not include hours for any activity for which pay is received.
- Volunteer hours will not be accepted from immediate or extended family members. This includes working in the home or at the parent's place of employment (or classroom), unless for a charity event. (Revised 05/01/2009)
- No more than 12 hours per day may be counted. (Revised 05/01/2009)
- No travel time may be included in the hour calculation.
- Fundraising activities for any SLHS organization, where the student is a member, will not count. (**Example:** Non-FBLA students may work in the Spar Mart for hours.)

**Exception:** Students may count hours worked for any PTSA function or fundraiser. The monies earned by PTSA benefit the entire school population.

- Students may not count hours worked for SLHS student organizations or athletics program where they are a member. Students are expected to contribute time to the activities in which they choose to take part. If the student potentially benefits from the service OR if it is required/expected as part of the program OR if it does not benefit a "population in need", then the hours do not count toward SOS hours.

**Examples of hours that do not qualify for SOS:** (this is not an all-inclusive list)

- FBLA students may not count hours worked in the Spar Mart. (Revised 09/01/2007)
- Sapphires and Cheerleaders may not count hours that are a requirement for their team/squad. (Examples: performances, building sets, making props, sewing costumes, etc);
- Fine Arts Examples: Band/Orchestra/Choir students may not count hours where they receive credit within their respective organization;
- Theater students or theater club members may not count hours where they receive theater credit hours. Members of a production (cast/crew/ushers) may not count hours for that production;
- Sports Examples: Soccer players calling lines at one of their tournaments or shagging balls during a game; Football players acting as ball boys at football games; Varsity players working JV games/events and vice-versa; (Revised 05/01/2009).
- Class officers performing duties that are required of their position;
- Students working at club booths during Spartan Spectacular recruiting new members or selling items or food during the event (fundraising);
- Students working on Homecoming floats for their organization;
- Service hours for Project Prom events may only be counted by underclassmen. Seniors may not count the hours as they benefit from this fundraising.
- **Any unique circumstances, which do not fall under these guidelines, may be discussed with your SOS Class Representative or Faculty Sponsor prior to performing the service activity.**

## **FOLDERS:**

- Folders should be neatly kept and well presented. Only hours that have been documented and include verification names and phone numbers will be considered. (Revised 05/01/09)
- **Students MUST turn in their paperwork secured in a 3-fastener folder that should include the following:**
  - **On the front cover of your folder include** your Name and Class of 20\_\_)
  - **A cover sheet** (include your Name, Grade Level, and Total Hours)
  - **The Volunteer Hours Log(s)** with verification names and telephone numbers. File may be downloaded from the web page. (Form Revised 05/01/2009)
  - **Seniors Only - Journal Sheets** describing each of your volunteer activities. The file may be downloaded from the web page.
  - **Additionally**, photos or other documentation or items of interest from an activity may be included in your folder.
- Provide the full name of the organization where you volunteered - do not use acronyms. (Revised 05/01/2008)
- Provide details of how you served. i.e., how did you serve, what work did you perform? (Revised 05/01/2008)
- Include **ALL** service hours beyond SOS minimum class-level requirements. (Revised 05/01/2008) **Example:** You served the maximum SOS 30 hours teaching Sunday school but actually served 40 hours total for the year; record both with SOS hours and total hours.
- You may drop off your folder beginning the last Monday in March in the SLHS Library. (Revised 05/01/2009)
- Folders are due by the end of the day on the first Friday in April. Folders will be collected in the Rotunda before and after school on this day. (Revised 05/01/2009)
- Late folders will not be accepted.
- All Folders and service pins will be returned to students at the May SOS Meeting. Seniors will receive their white community service cords at Senior Chill Out. If you are not able to attend this meeting, it is your responsibility to pick up your folder by the end of the school year. Watch for announcements on when you can pick it up during lunch or in the library. (Revised 05/01/2008)
- **FOLDERS WILL NOT BE KEPT OVER THE SUMMER.** (Revised 05/01/2008)