

COMMUNITY SERVICE RECORD  
SANTA BARBARA SCHOOL DISTRICT

**How to Record Your Community Service Hours**

- [1] Please turn in all **Community Service Forms** to the **Career Center** by the end of the school year.
- [2] Students in all grades can hand in hours twice a year
- [3] Any signatures not verified by the non-profit organization will make this form not valid.
- [4] By signing this form you, the student, are stating that you are abiding by all the protocol, deadlines, guidelines and exceptions.

**Deadlines** - *To receive a high school diploma, a minimum of 60 hours must be completed and turned into the Career Center by the deadline given in May.* - A minimum of 200 hours must be completed to receive the Community Service Excellence Award and turned into the Career Center by the beginning of May TBD to be able to participate in the Senior Awards Ceremony. Attention seniors a minimum of 200 hours are due at the end of October for Scholarships.

**Guidelines**

- It must be a safe activity directed by a non-profit organization (those with a 501(C)(3) tax-exempt I.D. number from the IRS).
- It must be a service for which you are not paid or otherwise given credit.
- The organization may not profit monetarily from your service.
- Volunteer Activities which currently do not appear on the Pre-Approved Community Service Opportunities List require approval by a Community Service Coordinator or School Administrator.
- Community Service maximum hour-per-day guidelines shall be aligned with the CA labor laws specifying that a minor may not work (and receive credit) for more than 8 hours per day.
- Students may not receive community service credit for volunteer work in private homes due to safety and liability issues.
- A non-profit supervisor may not sign for hours performed by their own child.
- Workshops and trainings only qualify for community service credit if it directly leads to a community service activity.
- Hours will not be counted for transportation to and from a service event.

**Exceptions**

- **School Theater, Band, Choir and Cheerleading Performances:** Assistance in theater, band, choir and cheerleading-related performances (not part of a cast or class for which credit is given) is limited to the performances, parades, or events, only, not the rehearsals. This applies even if the entire event is a nonprofit fundraiser.
- **Animal Fostering:** Maximum of 5hours/day may be counted for summer fostering and 3hours/day when school is in session.
- **Political Campaigns and Elections:** Political Campaigns and Elections: Working on a candidate's campaign; working for or against a proposition or ballot measure; working for a political party; or registration of voters does not qualify for community service credit. (There is a gray area regarding voter registration when not for a political party, i.e., "Rock the Vote". Guidance from the district will be sought regarding this issue). Students may assist the County Clerk Recorder in preparing for and tabulating results from an election.
- **Church / Religious Organizations:** Students may not receive community service credit for church activities that are strictly of a religious nature, for example, teaching religious classes, proselytizing, active recruitment for a religion, serving as an altar person or communion helper. Students can be a teacher's assistant or provide childcare during classes, services, or Vacation Bible School. Students may not receive credit for activities that are required for completion of confirmation classes (no double-dipping). Singing in the church choir does not count unless the performance is at an event open to the general public. The ideal volunteer situation in religious institutions is when students perform community outreach as part of a youth group service project (i.e., serving meals at Transition House; stocking shelves at the Unity Shoppe; beach clean-ups; United Way "Day of Caring". etc.).
- **Teacher's aide without units:** Students can receive community service as a campus teacher's aide providing they are not receiving school credit or units. Service hours are to be maintained by the supervising teacher.
- **Boy Scouts:** Boy Scout members may not receive community service credit for their own Eagle Scout projects. They may, however, receive credit for hours in which they assist another Boy Scout with his Eagle Scout project.

**STUDENT INFORMATION**

ID #: \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ Print Name: \_\_\_\_\_ Graduation Year: 20\_\_\_\_

**TOTAL SERVICE HOURS FOR ALL NON-PROFIT AGENCIES  
RECORDED ON THE BACK OF THIS FORM**

**NON-PROFIT INFORMATION**

Name of Non-Profit Organization: \_\_\_\_\_

Non-Profit Contact Phone #: \_\_\_\_\_

Brief description of service to be performed: \_\_\_\_\_

**Signed approval of ADMIN if organization is NOT on our pre-approved website  
sbunified.voluntermatch.org** \_\_\_\_\_

**COMPLETED AMOUNT OF SERVICE HOURS FOR NON-PROFIT AGENCY:** \_\_\_\_\_

**START DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **END DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of Supervisor (Non-profit):**

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Signature** \_\_\_\_\_

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**START DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **END DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of Supervisor (Non-profit):**

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Signature** \_\_\_\_\_

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**Name of Supervisor (Non-profit):**

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Signature** \_\_\_\_\_