

Rules and Guidelines for Logging SMS Service Hours

1. Service hours for each year must be completed by July 31. Students must submit the forms to the Dean of Students for validation of hours.
2. One activity can cover the yearly requirements, provided that the project is approved by either the Dean of Students or the principal. For example, Mid Summer Madness or working for Martha's Kitchen all year are acceptable, however, must meet the required 20 hours.
3. Students may not receive payment for the service hours. Helping a teacher in his/her classroom or baby-sitting for teachers while they attend in-service meetings or on workdays can be included as long as no payment is received.
4. Service hours must be done in addition to any other organizations' requirements. This means that Scouting service projects or class projects cannot be counted towards one's hours.
5. Volunteering needs to be done for a non-profit organization, unless special approval has been granted by the principal or Dean of Students. Parents and students cannot verify service hours. This must be done by the organization sponsor, teacher, or activities' director who must also complete the evaluation form.
6. It is good practice to keep a duplicate, or copy, of all completed forms in a folder, just in case something happens to the original copies.

Timeline for Completion of Hours:

Freshman	Sophomore	Junior	Senior
20	20	20	20