In keeping with the school’s core principles of honor, respect and compassion, Upper School students are encouraged to serve and learn about different community needs as a requirement for graduation. The goal of the community service program is to lay the foundation for students to build an awareness and understanding of genuine community needs and consistent commitment to leadership in service.

COMMUNITY SERVICE CONDUCT: Guided by Greenhill’s core values of Honor, Respect, and Compassion, students are expected to abide by the Honor Code, and act with honesty and integrity in all aspects of their Greenhill life and as they represent Greenhill to the broader community. The school reserves the right to deny community service hours to student who display in appropriate behavior that reflects negatively on Greenhill School.

UPPER SCHOOL REQUIREMENTS: Upper School students are expected to complete a minimum of 48 hours of community service during their four years in Upper School. In keeping with the school’s mission, all students are encouraged to exceed the minimum requirement.

- A minimum of 24 hours during 9th and 10th grades.
  o Students may begin accumulating hours the summer before their 9th grade year.
  o Of the 24 hour requirement, 10 hours may come from in-school service to Greenhill School.
  o New students entering 10th grade are required to complete at least 12 hours. Only five (5) of those hours can come from in-school service.
  o For students in the Class of 2022, it is expected that all hours be completed by May 15, 2020.

- A minimum of 24 hours during 11th and 12th grades.
  o Students may begin accumulating hours the summer before their junior year.
  o Of the 24 hour minimum requirement, 10 hours may come from in-school service to Greenhill School.
  o For students in the Class of 2020, it is expected that all hours be completed by the start of the 3rd trimester of their senior year.
  o New students entering senior year are required to complete at least 12 hours at organizations outside of Greenhill School by the start of the 3rd trimester of their senior year.

COMMUNITY SERVICE GUIDELINES: Greenhill School defines community service as time contributed to a nonprofit 501c3 organization. As a rule, the community should be benefitting from your volunteer service and you should not be receiving payment for your service.

Community service hours are also allowed for volunteering on political campaigns, museums, schools, Scout programs, public libraries, hospitals, nursing homes, marathons/races, which benefit charitable organizations, service trips through travel and service organizations, teen courts within the juvenile justice system and serving the community through religious organizations.

There are many volunteer opportunities that DO NOT meet the Community Service Guidelines. Students should request pre-approval from the Director of Service Learning and Community Service prior to performing community service outside the above stated guidelines.
Greenhill School defines “in-school service” as time given on campus for a faculty member, staff member, group, division or department in need of assistance within regular job parameters. For example, tutoring, tours, admission events, Annual Greenhill Debate Tournament, etc. The exception is students assisting adults/faculty who are running summer or other programs for pay on campus outside of his/her regular contract. Providing assistance for these types of programs is NOT in-school service, and, furthermore, in this capacity, students should be paid for their time.

**DOCUMENTATION OF SERVICE HOURS**

- Students are responsible for recording and tracking their own progress toward their community service requirement. This will be done via an application called MobileServe. Students will be invited to join the MobileServe tracking module via email by the Director of Service Learning and Community Service.
  - MobileServe is available as a mobile app in the Apple App Store and Google Play and can be used on most smart phones and tablets. Students can also create and manage their MobileServe account from any internet-connected device at [www.mobileserve.com](http://www.mobileserve.com).
  - Once they receive the email invitation, students will create a MobileServe profile.
  - They will then be able to document service hours, submit updates, pictures and reflections.
  - The Director of Service Learning approves all student entries and will use this platform to communicate information about service events directly to Greenhill students.

- Summer hours begin June 1, 2019. **Students should report all summer hours by September 30, 2019.**
- When reporting service hours, students must provide contact information of the supervising adult. The supervising adult cannot be a parent unless pre-approval has been granted by the Director of Service Learning and Community Service. For projects sponsored by Greenhill, students may enter the Greenhill faculty member or Mrs. Woodson’s contact information (woodsona@greenhill.org) as the supervising adult sponsoring the project.

**GREENHILL SCHOOL PRESIDENT’S VOLUNTEER SERVICE AWARD REQUIREMENT**

The school recognizes students with 100 or more recorded hours of service accrued each year from June 1–May 1, with the President’s Volunteer Service Award. **Community service hours MUST BE recorded by May 1, to be considered for this award.** Students will be recognized during the end of year recognition ceremony based on the following criteria:

<table>
<thead>
<tr>
<th>Recorded Service Hours</th>
<th>Bronze</th>
<th>Silver</th>
<th>Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service hours accrued and recorded between June 1, 2019 - May 1, 2020</td>
<td>100 – 174</td>
<td>175 – 249</td>
<td>250 +</td>
</tr>
</tbody>
</table>

**Student-Initiated Fundraising**: Greenhill believes that a student’s gift of time is the first priority in service-related endeavors rather than fundraising or drives for specific items on behalf of an agency. Exceptions to this include, but are not limited to, school-wide drives for food, clothing, games, books, etc., emergencies at our partner agencies, state or national crisis situations and projects that directly relate to curriculum and where the giving of time is not possible. **Fundraising for non-profit organizations, via bake sales or other types of on-campus fund-raising activities or events, must be pre-approved by the Director of Service-Learning & Community Service and the Upper School Dean of Students.** They will take into account the dates and frequency of these events, demands on facilities and staff, and the impact on the overall school calendar, as well as other extenuating factors when making the final determination.