Greenhill School

2020-21 GREENHILL SCHOOL
UPPER SCHOOL COMMUNITY SERVICE GUIDELINES

In keeping with the school’s mission, 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 service to the community.

COMMUNITY SERVICE CONDUCT: Greenhill School students are expected to abide by the Honor Code, and act with honesty and integrity as they represent Greenhill to the broader community. The School reserves the right to deny community service hours to student who display inappropriate 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, students are strongly encouraged to exceed the minimum requirement.

- **A MINIMUM OF 24 HOURS COMPLETED DURING 9TH AND 10TH GRADES**
  - Students may begin accumulating this block of hours the summer before their 9th grade year.
  - Of the 24 hour requirement, 10 hours may come from in-school service to Greenhill School.
  - New students entering 10th grade are required to complete at least 12 hours at organization outside of Greenhill School.
  - For students in the Class of 2023, it is expected that all service hours are submitted and approved by Friday, May 21, 2021.

- **A MINIMUM OF 24 HOURS COMPLETED DURING 11TH AND 12TH GRADES**
  - Students may begin accumulating this block of hours the summer before their junior year.
  - Of the 24 hour requirement, 10 hours may come from in-school service to Greenhill School.
  - For students in the Class of 2021, it is expected that all service hours are submitted and approved by Friday, February 26, 2021.
  - New students entering senior year are required to complete at least 12 hours at organizations outside of Greenhill School. **It is expected that all hours be completed by Friday, February 26, 2021.**

**GREENHILL SCHOOL PRESIDENT’S VOLUNTEER SERVICE AWARD REQUIREMENT:** The School recognizes students with 100 or more submitted and approved hours of service accrued each year from June 1, 2020 – April 30, 2021 with the President’s Volunteer Service Award. **All community service hours MUST BE submitted and approved in MobileServe by April 30, 2021, 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>All service hours</td>
<td>100 – 174</td>
<td>175 – 249</td>
<td>250 +</td>
</tr>
<tr>
<td>submitted and approved in MobileServe between June 1, 2020 - April 30, 2021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 (updated 03/12/2020)
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 outside 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 via MOBILESERVE: Students are responsible for recording and submitting their own service hours toward their community service requirement. This will be done via an application called MobileServe. MobileServe can be used via a computer or cellphone. All students will be invited to join the Greenhill MobileServe group via an email from 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.
- Once students receive the email invitation, they will create their MobileServe account.
  - Students will be given a six-digit code to enter their respective class. It is imperative that they enter this code or they will not be connected to their class under the Greenhill account. They can obtain the code from the Director of Service Learning and Community Service.
  - Once students have created their account, they will be able to:
    - Submit their service hours
    - Enter reflections of their service experience
    - Upload photos from their service experience
  - The Director of Service Learning approves all student entries and will use this platform to communicate information about service events directly to Greenhill students.
- Students may begin accumulating hours for the 2020-2021 school year on June 1, 2020.
  - Students should submit all summer hours in MobileServe by September 30, 2020.
- When reporting service hours, students must provide the following information:
  - Name of Service Organization
  - Service Category (i.e. Animals, Education, Literacy, Sports, etc.)
  - Enter a description of service and what did you learn from the experience?
  - Date of Service
  - Number of Hours
    - Please note: If you are entering multiple hours for multiple days, please sign on to MobileServe on your computer. The mobile app only allows you to enter a maximum of 23 hours per entry.

2 (updated 03/12/2020)
- Contact name and email of the supervising adult to verify the hours.
  - **Note:** 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](mailto:woodsona@greenhill.org)) as the supervising adult sponsoring the project.

**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.** We 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 (this does not apply to Class fundraisers).
  - Student(s) must submit a Community Service Fundraisers/Drives Application.
  - It is responsibility of the student(s) to work with the Dean of Students and Director of Service Learning to promote the drive or fundraiser.
  - It is the responsibility of the student(s) to educate their community on the needs of the organization and the reason for the proposed bake sale, drive or activity (example: posters for day of event, announcements at community assemblies, emails, etc.).