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.

The community service guidelines have been updated for the 2020-21 school year to adjust for the restrictions on various service opportunities available due to COVID-19. Please note these guidelines are subject to change for the 2021-2022 school year.

UPPER SCHOOL REQUIREMENTS:

- **A MINIMUM OF 18 HOURS COMPLETED DURING 9TH AND 10TH GRADES**
  - Students may begin accumulating this block of hours June 1, 2020, the summer before their 9th grade year.
  - Service hours may come from in or out of school service.
  - A new student entering the 10th grade is required to complete at least nine (9) hours of service.
  - For students in the Class of 2023, it is expected that all service hours are submitted and verified by Friday, May 21, 2021.

- **A MINIMUM OF 18 HOURS COMPLETED DURING 11TH AND 12TH GRADES**
  - Students may begin accumulating this block of hours June 1, 2020, the summer before their 11th grade year.
  - Service hours may come from in or out of school service.
  - For students in the Class of 2022 who did not complete who were unable to complete your 9th/10th grade requirement due to COVID-19, you must complete a minimum of 18 hours for your 9th and 10th grade years by December 31, 2020.
  - For students in the Class of 2021, it is expected that all service hours are submitted and verified by Friday, February 26, 2021.
  - A new student entering 12th grade is required to complete at least 9 hours of service. It is expected that all hours be completed by Friday, February 26, 2021.

In keeping with the school’s mission, students are encouraged to exceed the minimum requirement.

**GREENHILL SCHOOL PRESIDENT’S VOLUNTEER SERVICE AWARD GUIDELINES.** The President’s Volunteer Service Award recognizes the important role of volunteers in America’s strength and national identity. In order to be considered for the award, please review the guidelines established by Greenhill School. Community service hours must be completed between June 1, 2020 and May 1, 2021. All community service hours MUST BE submitted and verified by the service organization in MobileServe by 11:59 PM CST on May 1, 2021, to be considered for this award. Students will be recognized during the end of year awards ceremony based on the following criteria:
Greenhill School 2020-21
President’s Volunteer Service Award Guidelines

All service hours submitted and verified by the service organization in MobileServe by 11:59 PM CST on May 1, 2021

<table>
<thead>
<tr>
<th>Recorded Service Hours</th>
<th>Bronze</th>
<th>Silver</th>
<th>Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen and Sophomores</td>
<td>50 – 75</td>
<td>75 – 99</td>
<td>100 +</td>
</tr>
<tr>
<td>Juniors and Seniors</td>
<td>100 – 174</td>
<td>175 – 249</td>
<td>250 +</td>
</tr>
</tbody>
</table>

COMMUNITY SERVICE GUIDELINES: Greenhill School defines community service as time contributed to a nonprofit 501c3 organization. Service can be done onsite, virtually or through a school sponsored community service project. As a rule, the community should be benefitting from your volunteer service and you should not be paid 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.

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 volunteer assistance for these types of programs is NOT in-school service, and, furthermore, in this capacity, students should be paid for their time.

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.

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.
- A six-digit code is assigned to each grade. You MUST use the code when setting up your account. It is imperative that you enter this code, or you will not be connected to your class under the Greenhill account.
  - 12th Grade - Class of 2021: 4D1BB0
  - 11th Grade - Class of 2022: BF8727
  - 10th Grade - Class of 2023: 06BDAA
  - 9th Grade - Class of 2024: 9EA621
- Once you have created your account, you will be able to:
  - Submit your service hours
  - Enter reflections of your service experience
  - Upload photos from your 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/Greenhill Class (i.e. Animals, Education, Literacy, Sports, etc.)
  - Enter a description of service and what you learned 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.
  - Supervisor/contact name and email of the person at organization to verify the hours.
    - **Note:** The supervising adult cannot be your 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 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 consider 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 written request to the Dean of Students and the Director of Service Learning & Community Service.
  - 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.).
    - Students cannot use Greenhill email, class assemblies to request online contributions via (GoFundMe accounts, personal organizations, nonprofits, foundations, etc.).
- Once the fundraiser has been approved:
  - All funds must be counted and verified by two people and documented.
  - Funds should be given to the Dean of Students or the Director of Service Learning to deposit with the Greenhill School business office.
  - The Dean of Students or Director of Service Learning will complete a check requisition and submit it to the business office for processing. A letter from the student group or the Director of Service Learning should accompany the check.

**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.