

Arlington Scholars Program

Service Guidelines

Basic Information:

All Arlington Scholars must complete a minimum of 12 hours of community service as outlined below.

- **3 hours of Leadership Development (2 Scholars Meetings & Mentor Contact)**
- **3 hours of school service, on campus (tutoring, Registration events, Open House, etc.)**
- **6 hours of elective service, off campus (service or outreach to the community)**

Note: All service hours must be documented on the service hour log provided. Students may also attach a typed letter on official letterhead of the agency/group overseeing the service hours.

Limitations:

- Students may only claim **school service hours** for duties performed for a school organization that are completed to fulfill the duties of their role or responsibility to the organization (Ex. Art Club, SGA, Band, etc.). These hours will not be accepted as elective service hours.
- Scholars may not include hours for any activity for which payment is received.
- Volunteer hours will not be accepted from immediate or extended family members for tasks that involve working in the home or the parent's place of employment unless it is for a charity event. A parent should only sign for hours completed at an event in which they served as the lead organizer or coordinator of the event/service opportunity.
- Students may not count hours worked for athletic program participation unless the athlete/group is performing a service for a non-profit organization (Ex. An elementary/middle school, a nursing home, or a hospital).
- Service hours earned through church or youth group activities will only be accepted if they benefit the community through outreach or direct service.
- Babysitting, even if payment is not received for services, is not considered community service.
- Hours submitted for musical performances of any kind will not be accepted.
- Incoming freshmen accepted to the Arlington Scholars program cannot submit hours earned during the summer prior to enrolling in high school. Current Arlington High School students are eligible to use service hours earned over the summer to fulfill the required number of elective service hours.

*When in doubt, speak with your mentor or **Ms. Certion (constance.certion@acsk-12.org)**, **Ms. Douglas (ellen.douglas@acsk-12.org)**, or **Ms. Dixon (tann.dixon@acsk-12.org)** in advance to determine if an activity will be approved for service hours.*