

## Service Program Guidelines

### Purpose of Service Hours

The purpose of the Service Hours Program is to encourage students to serve others through meaningful acts of generosity, humility, compassion, & responsibility in the school, church, & community. Service hours are intended to benefit others rather than fulfill personal, family, or paid responsibilities.

### Guiding Principle

Service hours are intended to involve sacrifice, generosity, & meaningful contribution to others. Activities completed primarily for personal benefit, family benefit, athletic requirements, or financial gain will not qualify.

### Categories of Approved Service

Students may complete service hours in one or more of the following areas:

- 1. School Service** – Serving teachers, staff, athletic programs, school events, tutoring, campus improvement projects, etc.
- 2. Church Service** – Serving through a local church ministry, outreach event, childcare ministry, worship ministry, food pantry, missions event, etc.
- 3. Community Service** – Serving through nonprofit organizations, outreach ministries, community events, shelters, food banks, charitable organizations, etc.

### Semester Requirement

Students are required to complete:

- 5 service hours per semester
- Fall semester hours do not roll over into the Spring semester
- Spring semester hours do not roll over into the following school year
- Summer service hours may be applied toward the Fall semester only if they are pre-approved by the Spiritual Life Director before the end of the previous school year.

### Submission Deadlines

- Fall Semester Deadline: The first Monday in December
- Spring Semester Deadline: The first Monday in May

**NOTE:** These dates are set to ensure students will be able to fully focus on their final exams at the end of the semester and not their service hours. **All submissions after the deadline will automatically be rejected.**

### Submission Requirements

All service hours must be submitted through the MobileServe app. Each submission must include:

- Accurate number of hours served
- Brief description of the service activity (15-20 words)
- Clear photos of the student actively participating
- Supervisor's full name
- Supervisor's valid email address

Failure to provide complete or accurate information may result in rejected hours.

**NOTE:** The Spiritual Life Director reserves the right to reject any submission that does not align with the spirit, purpose, or integrity of the Service Hours Program.

### **Photo Requirements**

Photos must:

- Clearly show the student participating in the service activity
- Be taken during the actual event
- Accurately represent the submitted service

The following may result in rejection:

- Staged photos
- Reused photos
- Screenshots
- Blurry or unclear images
- Photos unrelated to the service activity
- Blank, black, or otherwise empty photo submissions

**NOTE:** Submissions without valid photos may result in reduced credit or rejection at the discretion of the Spiritual Life Director.

### **Supervisor Requirements**

All service activities must be supervised by a responsible adult who is not an immediate family member. Supervisors must:

- Be at least 21 years old
- Directly oversee the student's service
- Honestly verify submitted hours

Students are responsible for ensuring their supervisor receives the approval email from MobileServe. Incorrect supervisor emails will result in rejected submissions.

### **Service Activities That WILL NOT Count**

The following activities are not eligible for service hours:

- 1. Family Business Work** – Helping at a family owned business does not qualify as community service. Examples include:
  - Assisting at a parent's office
  - Working at a family restaurant
  - Helping at a family dealership or company
- 2. Babysitting** – Babysitting for family friends or relatives does not qualify.

**3. Household Responsibilities** – Normal chores or responsibilities at home do not qualify.

Examples include:

- Cleaning your house
- Mowing your lawn
- Washing family vehicles
- Organizing your room
- Household chores

**4. Service for Immediate Family** – Serving parents, siblings, grandparents, or relatives will generally not qualify.

**5. Simple Donations** – Simply donating items does not qualify as service. Examples include:

- Donating clothes to Goodwill
- Dropping off canned goods

**NOTE:** Donations do not qualify as service hours unless the student is actively participating in an approved school drive such as Operation Christmas Child or ELCA Donate 1:8.

**6. Paid Work** – Any activity in which the student receives payment, gifts, discounts, or compensation will not qualify.

**7. Yard Work Policy** – Yard work requests must be pre-approved by the Spiritual Life Director before the service takes place. Yard work may only qualify when:

- The recipient is elderly, disabled, widowed, financially struggling, or physically unable to perform the work themselves
- The service clearly benefits someone outside the student's immediate family

**NOTE:** Yard work at the student's home or a relative's home will not qualify.

**8. Service During Detention** – Any student service that is part of serving detention or any other disciplinary issue will not be credited for service hours.

### **Camp 323 with Eagle's Landing First Baptist Church**

Students who serve during Camp 323 may apply those service hours toward the Fall semester only and not the Spring semester. All participation must be coordinated directly with church leadership and students must follow all established camp procedures and expectations while serving. The supervising adult listed in the submission must be the same individual the student directly served under and was supervised by during the camp week.

### **Integrity Policy**

Honesty is expected in all submissions. The following are considered violations of the Service Hours Program:

- Submitting false hours
- Creating fake supervisor accounts or emails
- Falsifying photos

- Submitting service not personally completed
- Allowing another person to approve fraudulent hours
- Misrepresenting service activities

Consequences may include:

- Rejection of hours
- Disciplinary action
- Parent meeting
- Additional service requirements

**NOTE:** Any falsified submission may result in all submitted hours for that semester being rejected.

## **Verification Procedures**

### **1. Require Non-Personal Email Domains When Possible**

Supervisors are asked to use official organizational, church, school, or business email addresses. Examples include:

- Church email addresses
- Organization email addresses
- School email addresses
- Business email addresses

Personal email accounts or suspicious/unverifiable accounts may require additional verification through a phone call, Zoom meeting, or other forms of communication. Students must provide any requested contact information to the Spiritual Life Director upon request.

### **2. Random Verification Audits**

The school reserves the right to contact supervisors, churches, organizations, or businesses to verify any submitted service hours. Students must be able to provide any additional contact information to the Spiritual Life Director upon request.

### **3. Personal Relationships as Supervisors**

Supervisors are encouraged to not be:

- Parents
- Siblings
- Relatives
- Family employees
- Close family friends

**NOTE:** Students wishing to use any of the above individuals as their supervisor must receive prior approval from the Spiritual Life Director before completing the service activity.

### **4. Pre-Approval for Outside Organizations**

Certain service opportunities may require pre-approval from the Spiritual Life Director before service begins. Examples include:

- Private individual service
- Independent service projects
- Organizations unknown to the school
- Activities without formal supervision
- Any activity lacking organizational oversight

## **5. Minimum Standards for Approval**

Approval by a supervisor does not guarantee acceptance by the school. Final approval of all service hours rests with the discretion of the Spiritual Life Director.

### **Last Minute Bulk Submissions**

Excessive last minute submissions may receive additional review or verification before approval, including closer examination of photos, descriptions, timelines, & supervisor information.