Reporting Your Community Service Hours is Easy!

Before you begin here are some key dates, terms, and facts.

Underclassmen Hours Due: Monday, May 4, 2015

Senior Hours Due: Monday, April 27, 2015

Reported Hours - Reported hours include all hours that have been reported by the student through the online reporting and reflection form. All reported hours must be accompanied by a short reflection that is thoughtful and about a paragraph long.

Approved Hours - Approved hours are those for which confirmation of service has been received by the grade coordinator. This confirmation can be in the form of an email, written note, or certificate. The confirmation must include the student's name, the name of the organization, the contact information for the organization and supervisor, and the number of hours the student served. A MINIMUM OF 10 HOURS (6 OF WHICH HAVE BEEN DIRECT SERVICE) MUST BE APPROVED BY THE DEADLINE IN ORDER TO FULFILL THE YEARLY GRADUATION REQUIREMENT.

Direct Service: Direct service means face-to-face contact directly with the population being served; for example. This includes tutoring students, working with animals at a shelter, cleaning a trail, or distributing food at a pantry.

Indirect Service: Indirect Service involves helping organizations to build capacity to deliver valuable direct service; indirect service includes such activities such as filing, answering the phones, event planning, or fundraising for organizations that will serve populations in need.
LEVELS OF SERVICE:

**LEVEL I:** Each student who completes the minimum of 10 hours of community service each year in grades 9-12 will receive Level I recognition. 40% of this service may be indirect, but a minimum of 60% of service hours (6 hours) must be direct service. Potential projects may be discussed with the student’s community service grade-level coordinator.

**LEVEL II:** Each student who completes 30 hours of community service each year in grades 9-12 will receive Level II recognition. Students are required to have a minimum of 6 hours of direct service but are encouraged to increase this number as they increase their service. Potential projects may be discussed with the student’s community service grade-level coordinator.

**LEVEL III:** Special recognition is given to students who complete a minimum of 75 hours of community service. Each student who completes the minimum of 75 hours of community service each year in grades 9-12 will receive Level III recognition. Students are required to have a minimum of 6 hours of direct service but are encouraged to increase this number as they increase their service. Potential projects may be discussed with the student’s community service grade-level coordinator.

**IMMERSION:** For all Levels a maximum credit of 30 hours will be given for community service done during an immersion experience.
Four SIMPLE steps to reporting your Community Service Hours:

1) Sign into the NA webpage.

2) Select “Student” located on the left-hand side.

3) Scroll down and select “Community Service Form”

4) Fill out the form: Be sure to read it carefully and use proper capitalization (Fischer, Sarah NOT FIScher, SaRah) as makes a difference to our ease in approving your hours, select the correct academic year, and provide a thoughtful paragraph long reflection. You may be asked to redo a reflection if it does not demonstrate thoughtful consideration before your hours are approved.