



Service Hour Requirements Grades 5-12

Grade 5-6 Requirements:

15 hours must be logged for the year. Continue to log hours even after completion of required hours.

- End of 1st quarter - minimum of 5 hrs. must be completed (this may include summer hours)
- End of 2nd quarter - 5 more hrs. for a minimum of 10 hrs. must be completed
- End of 3rd quarter - 5 more hrs. for a minimum of 15 hrs. must be completed
- End of 4th quarter - log any additional hours you may have completed during this quarter

Grade 7-8 Requirements:

25 hours must be logged for the year. Continue to log hours even after completion of required hours.

- End of 1st quarter - minimum of 10 hrs. must be completed (this may include summer hours)
- End of 2nd quarter - 5 more hrs. for a minimum of 15 hrs. must be completed
- End of 3rd quarter - 5 more hrs. for a minimum of 20 hrs. must be completed
- End of 4th quarter - 5 more hrs. for a minimum of 25 hrs. must be completed

Grade 9-12 Requirements:

35 hours must be logged for the year. Continue to log hours even after completion of required hours.

- End of 1st quarter - minimum of 10 hrs. must be completed (this may include summer hours)
- End of 2nd quarter - 10 more hrs. for a minimum of 20 hrs. must be completed
- End of 3rd quarter - 10 more hrs. for a minimum of 30 hrs. must be completed
- End of 4th quarter - 5 more hrs. for a minimum of 35 hrs. must be completed

Service hours will be collected by their Bible teacher beginning in the fall. If any service hours are completed over the summer, students should keep a log of them at home. They will be given instructions from their Bible teacher at the beginning of the school year on submitting their service hours via Schoology.

Students that log a minimum of 200 hours will receive a Service Certificate.
Students that log a minimum of 300 hours will receive a Service Lettering Award.

General Notes about Hours:

- Hours cannot be carried over from a previous school year. Service hour tracking begins on the first day of summer through the last day of the school year.

- When counting your hours, you should keep track of the time that you are doing the activity. For example, for emptying recycling, if it takes you 5 minutes to empty one container, you would do 6 containers to equal half an hour.
- If you are doing an overnight, only hours that you are serving should be counted; hours for sleeping or personal time should not be counted.
- If you are unsure if what you are doing qualifies for service hours, contact your advisory teacher.

Does Count as Service Hours:

- Mission trips
- Meetings for service work (missions team meetings, student council meetings)
- Prep time put into being the leader of a Bible study or other student group
- Tutoring another student
- Helping teachers, facility maintenance, or administration. Intern classes cannot count for service hours because students get class credit.
- Advisory service projects and all-school service projects
- Writing appreciation notes to military personnel, firemen, policemen
- Volunteering at an outreach in your community (e.g., Feed My Starving Children, Kids in Need) or church (e.g., nursery ministry)
- Volunteering to help with a youth sports team or club
- Helping neighbors, relatives, or others with projects that you are not being compensated for.

Does NOT Count as Service Hours:

- NHS & NJHS service work doesn't count for hours; as the organizations themselves do not allow this.
- Any activity that compensates the student monetarily, academically, or towards lettering
- A manager of a sports team or a stagehand for a theatre show makes you part of that team, typically allows you to letter, and therefore, doesn't count for service hours. If you would prefer to count it as service hours, rather than letter, you would need to complete the Sports Manager Form prior to the season's start.
- Any service for your immediate family that has not had prior approval by administration – the idea is that you are reaching out beyond your four walls.