



## PSA Community Service Award Guidelines 2022-2023

### **COMMUNITY SERVICE GUIDELINES:**

This Award is available to Oakwood Upper School Students.

Community service hours must be for a not-for-profit organization whose primary mission serves the community. Hours served between May 1st, 2022, and April 30th, 2023, will be used for the awards given in May 2023.

***Without exception, all hours must be submitted by 4:00 pm, Wednesday May 3rd, 2023, to be considered.*** Documentation may be placed in the PSA box in the Main Office or emailed to the PSA contact. For 2022-2023 the PSA Executive Committee member to contact for questions and submissions is Anna Imhoff at [aimhoff@gmail.com](mailto:aimhoff@gmail.com).

Community service hours include the actual time volunteering. Please exclude any hours for pay, partial pay, time for travel, etc. For mission trips and summer camps, the hours recognized are typically the hours you spend during the day helping with the project/camp.

Community service hours may not be part of court-mandated community service.

Time spent fostering animals in your own home, while a noble endeavor, will NOT be considered a service to the community. However, hours of service for a non-profit animal group that extends beyond daily care is allowed. If clarification is needed, you must consult with the PSA contact PRIOR to the submission of hours.

Community service hours will be recognized even if "used" for other volunteer purposes, such as honor society hours, religious organization service requirements, etc. However, students must be aware that some organizations do NOT allow so called double dipping. You should check with the other organization for their requirements.

***Any questions about whether your service qualifies as volunteerism must be addressed at the time of service, not at the end of the year.*** Please email the PSA contact with any questions. The final determination of qualifying hours will be at the discretion of the PSA Executive Committee.

### **VOLUNTEERISM AT OAKWOOD:**

Only ONE THIRD (33%) of the hours may be in service to The Oakwood School. Volunteerism on the Oakwood campus may NOT include time during regular school hours, time related to a school project/homework, or time related to sports or fine arts events that otherwise receives recognition or accolades. Teachers and staff may choose to designate work on the Oakwood campus as volunteerism based on their judgement. Examples may include volunteering at extended day, tutoring at homework club, specific staff originated projects, or teacher originated internships. Exception: Camp Oakwood and Horizons will be considered OFF campus because these activities serve the larger community, not solely Oakwood students.

## **SERVICE HOURS LOG SHEETS AND DOCUMENTATION:**

You may use one of the following PSA sheets to log hours. Other acceptable documentation includes official letters or other signed recognition of service from the organization.

- (1) The “Running Log” has a line for each service day and is best for single day, simple explanation service. For example: hours at Food Bank, charity function, day at Humane Society, etc.
- (2) The “Detailed Log” is used for longer volunteer activities, projects that require explanation, or anytime you wish to give more details on your service. Use this form for any volunteerism done over time. Please include the contact information of your supervisor. For Example: Mission trips, summer camp counselors, original community service projects, long term Oakwood volunteer projects. An official letter of service from the organization can be submitted in place of this form.

The forms must be filled out completely, at the time of service: month and day, description of service, name of the not-for profit organization served, hours served (to the ¼ hour), name of supervisor and signature. Include contact information for the supervisor when possible. A parent/guardian may not sign for hours unless they are the recognized leader for the non-profit organization served by the student. For example: Boy/Girl Scout Leader, Church youth group leader, teacher at Oakwood. Please seek a non-relative supervisor signature whenever possible. The Oakwood Honor Code Applies.

### **THE AWARD LEVELS:**

<u>Total hours</u>	<u>Hours required OFF Oakwood Campus</u>
Bronze: 100-149	67
Silver: 150-199	100
Gold: 200 or more	133

PSA Community Service Awards will be presented at the Awards Assembly in May 2023.

### **The PSA Community Service Award contact for 2022-2023**

**Anna Imhoff, PSA Secretary at [aimhoff@gmail.com](mailto:aimhoff@gmail.com)**

Please email the PSA contact if you have any questions about qualifying hours, documentation, or other concerns. Log Sheets are available on the Oakwood Website

**Thank you for your service to the community!!**