

Upper School Curriculum Guide: Community Service Requirements

Please read this guide in its entirety. It contains important information regarding our Upper School's community service requirements. Please direct any questions or concerns to our Director of Community Service Learning, Courtney Phelps at phelpsc@esdallas.org.

COMMUNITY SERVICE PROGRAM

The Community Service Program at the Episcopal School of Dallas is an important component of our Episcopal Identity. Through community service, our students are instilled with a sense of lifelong responsibility for the world God has entrusted to our care by addressing issues of hunger, poverty, education, and more.

GRADUATION REQUIREMENTS

Upper School students are to complete a total of 50 hours of community service.

- 25 hours total during freshman and sophomore years.
 - Students may begin accumulating hours on June 1st before their freshman year. Hours must be completed by **May 31st** of their sophomore year.
- 25 hours total during junior and senior years.
 - Hours must be completed by **January 31st** of their senior year.
- Students who have not completed the appropriate amount of hours by the above deadlines are subject to a loss of privileges designated by the Head of Upper School, Assistant Head of Upper School, and/or Class Dean.

Guidelines and Limitations:

- All community service must be done volunteering **directly** for a nonprofit organization.
- Students may not miss class time for community service.
- Students are to request pre-approval from the Community Service Director prior to performing service that may fall outside the stated guidelines.
- Please reference the Frequently Asked Questions section for additional details.

DOCUMENTATION OF SERVICE

- ESD uses [MobileServe](#) to record and track service hours. Students are responsible for recording their service hours in a timely manner.
- Students must provide contact information of a supervising adult when entering service hours. For projects sponsored by ESD, students may enter Mrs. Phelps' contact information or the faculty member sponsoring the project.
- The Community Service Learning Director gives final approval of all student entries before credit is given.
- A detailed description and reflection of your service are required with each submission.

PRESIDENT'S VOLUNTEER SERVICE AWARD REQUIREMENTS

Every April, ESD recognizes Upper School students with the [President's Volunteer Service Award](#), a nationally recognized award sponsored by the President's Council on Service and Civic Participation. This program is **strictly voluntary** and designed for students wishing to excel in the area of community service.

PVSA Service Guidelines and Limitations:

- All volunteer hours must be unpaid hours and completed within a 12-month time period.
- Students may earn a maximum of 20 hours per year volunteering directly for ESD or a place of worship. (ex. selling concessions for fine arts and sporting events, uniform resale, ESD summer camps)

- Students may earn no more than 20 hours per year volunteering indirectly. (ex: baking cookies, making cards, assembling hygiene kits)
- Students may earn a maximum of 20 hours per year fostering animals.
- Students are to request pre-approval from the Community Service Learning Director prior to performing service that may fall outside the stated guidelines.
- Please reference the Frequently Asked Questions section for additional details.
- **Community service hours must be recorded and approved in Mobileserve by April 1st**

Students will be recognized during the PVSA recognition ceremony based on the following criteria:

	Bronze	Silver	Gold
Freshman	50 - 74	75 - 99	100 +
Sophomore, Junior, Senior	100 – 174	175 – 249	250 +

Hours earned from April 1st to March 31st of each year will be submitted for award recognition.*

*Rising 9th graders may begin earning hours on June 1st.

EXPECTED BEHAVIOR

Students are bound by Honor, Respect, and Integrity and are expected to abide by the Code of Conduct, modeling expected behavior as they represent ESD to the broader community. The school reserves the right to deny credit to students who display inappropriate behavior that reflects poorly on our ESD community.

FREQUENTLY ASKED QUESTIONS

What qualifies for ESD Community Service?

- Service for local, national, and international nonprofit (501c3) organizations
- Service trips through travel and service organizations
- Service at libraries, city recreation centers, and city-sponsored sport events
- Service at hospitals, clinics, and retirement centers
- Teen board meetings (VNA, Ronald McDonald House, etc.)
- Service at any camp that benefits a nonprofit organization
- Special events or fundraisers that benefit a nonprofit organization
- Outreach projects sponsored by ESD or your place of worship (ex. mission trips, service projects sponsored by your youth group, etc.)

What does not qualify for ESD Community Service?

- Travel time to and from your destination
- Time spent on service trips that are not part of the project (traveling, sleeping, etc.)
- Meeting hours for service organizations such as YMSL and NCL
- Volunteering at private camps including sport camps
- Hours for donations unless the project is sponsored by ESD (Thanksgiving dinner drive, teen Christmas gifts, e-recycling, etc.) Students will be notified if a drive qualifies for hours.
- Volunteering at private practices, law firms, etc.
- Any service where students receive monetary compensation.