

# **MAYFIELD HIGH SCHOOL COMMUNITY SERVICE PROGRAM**

## *Frequently Asked Questions*

**1. *Why is MHS implementing a new procedure for community service?***

Beginning with the class of 2023, students may use community service hours to earn a diploma seal. Students are required to earn at least two diploma seals as part of the new graduation requirements. The process was implemented to ensure that the service hours meet the criteria established for the local community service diploma seal.

**2. *I volunteer about every other Saturday at the WomenSafe Resale Shoppe. Is there any way to fill out a form for a continuous service project? Or would I need to fill out a separate form every time?***

Students only need to complete one pre-approval form per service experience. Since your volunteer work at WomenSafe is considered one experience, you only need to have that experience approved once even if it happens on multiple occasions. This same rule applies to students who are volunteer coaching summer youth sports camps. You only need to complete a pre-approval form once for the camp, even though the camp occurs on multiple days. You will still need to submit a detailed hours/signature record form for the activity indicating when you completed your service hours.

**3. *My child already has 40 service hours logged before March 2022 and I am hoping that she will be able to submit those hours. If so, does she need to submit those hours using the old system or the new system?***

Any service hours that were earned prior to March 4th, 2022 would follow our old service hour guidelines (only requiring a record sheet with the hours and a supervisor's signature turned into the designated School Counselor--no pre-approval form necessary for these hours). The [Community Service Process](#) only applies to hours earned after March 4th, 2022.

**4. *What if my child wants to complete a service project at the last minute over the summer and the School Counselor is not able to pre-approve their service hours because they are not in the office?***

Students should still complete their pre-approval form over the summer prior to their volunteer experience. As long as it is a valued service experience, the counselors will retroactively go back and approve those pre-approval forms once they are able to access their email throughout the summer.