

Community Service Requirement

In order to provide a deep understanding of the genuine needs of our community and foster an ongoing service mindset within our students, Upper School students are required to complete **30 hours** of community service per year.

It is the belief of The Winston School that students' community involvement outside of the classroom contributes significantly to their classes and enhances students' social awareness and citizen contributions for the greater good.

All community service hours (approval and records keeping) are handled through the College Counseling Office in collaboration with the Assistant Head of School.

Guidelines for Community Service

- Service hours may be completed at any time throughout the year (school year and summer). The Winston School also seeks to provide information regarding service opportunities *as they arise*.
- Service hours must be completed through a non-profit organization, facility, or event.
- Service hours cannot be awarded for work done for a family member.
- All service hours must be done on a strictly pro bono basis. No payment can be received.
- Any form of fundraising is not counted as service hours.
- Service hours will not be awarded for attending school-sponsored meetings, club meetings, or field trips.
- No more than 20 hours will be awarded for any single service activity *unless* it has been preapproved through the College Counseling Office.
- Campus community service is limited to 10 hours per year.
- Service hours completed through any of Winston School's academy requirements (Art Academy, Solar Physics, Service, Performing Arts, and World Cultures) cannot be dually applied to the general community service requirement or vice versa.
- Service hours are only considered complete once the Community Service Hours Verification form has been handed to the College Counselor and those hours have been verified.
- ***Note: If a student still lacks the required 30 hours for that academic year by May 1st, College Counseling will schedule a meeting with the student and family to create a plan for the summer to fulfill the requirement before the following school year begins.***
- Students and parents can track community service hours on RenWeb. Note: the hours appear at semester and end of year. If a family has a question on the amount of hours earned, the family can also call or email College Counseling for verification.

- All service hours (both required and *above* the requirement) are included on student transcripts

Procedures for Community Service during the School Year

- Community service forms are available in the College Counseling office and available online through the school website. Please call or email College Counseling if you need a form sent via email.
- Students must return the forms with ALL information included or it will be returned.
- During the school year, all forms should be returned directly to the College Counselor

Procedures for Community Service during the Summer

- Students may work on and complete their service hours for the following academic year over the summer beginning on June 1st each summer. These hours must be preapproved through College Counseling or the Assistant Head of School. If a student is unable to obtain preapproval, the student should feel free to perform the service. However, there is no guarantee these will be approved. They will be dealt with on a case-by-case basis.
- Over the summer, community service forms are available online or by emailing either College Counseling or the Upper School Administrative Assistant (Beth Ballard)
- During the summer, service forms should be returned to Upper School Administrative Assistant (Beth Ballard)