FAQ's for APA SERV documentation

- **Who can or cannot be listed as a supervisor for a student's service hours?** The supervising adult should be an adult representative of the agency being served (ask the organization director, youth minister, or Scout leader to be listed as supervisor; in the case of an "off site" activity such as gift-wrapping at the mall to benefit the Humane Society or gleaning potatoes for a Food Bank, it may be necessary to ask an on-site adult to sign for you). We require an email address of the supervising adult be provided, unless the supervisor would rather provide a telephone number (which should be recorded in the Notes field on the log form). **Students may not be listed as supervisor for other students. A student's relative (parent, sibling, grandparent, etc.) cannot be listed as a supervisor, even if the relative is in charge of the activity.**

- **How can I document multiple visits to the same place?** You have two choices of how to document multiple visits to the same place. You can either enter each visit separately on Track It Forward, OR you can maintain a detailed paper log using the Community Service Documentation forms (or another logging system the organization uses) and enter the hours all at once at the end of the year. If you choose to enter the hours all together, you will need to list the dates and various duties in the Notes field of the submission form.

- **Does Vacation Bible School count as individual or group hours?** Typically, it counts as individual hours because everyone in your youth group is not required to do it-you volunteer on your own.

- **How is mission work counted?** Good record keeping is essential. Keep a log of any required meetings for the trip. You can only log actual WORK time on the trip…not travel, eating, sleeping, or recreation time. (If you wrote letters to raise money or participated in fundraising specifically to fund the mission, submit those hours. ALL mission trip hours are GROUP hours. A typical weeklong mission (6 days of work) usually involves about 50 hours. Mrs. Lewis will help you calculate hours. Keep good records!! We have a cap on hours at 10 per day maximum.

- **What about singing in church choir or keeping nursery?** We recognize these hours are a special commitment, but they are still considered GROUP hours. Serving in church as acolyte or usher also count towards GROUP hours. Anything DURING church service = group hours.

- **What about serving as a Senate Page?** This special summer experience involves some education and social aspects, as well as service. In 2011, we conferred with the program director in Raleigh who determined that IF a student is NOT paid for the week of work, 24 hours of service would be honored. Page service counts as individual hours. The student must sign off to DEFER any payment for their time as a Page, or provide documentation of donating the full amount to another worthy cause. Hours are determined on an annual basis by each year's Page director, usually approximately 30 hours.

- **How about volunteer fire service?** Fire service counts. Formal training and actual event work count for hours. **No service hours are awarded for just being at the station-it must be official fire business.** The correct form of documentation is a detailed log sheet of dates/times with a verifying signature from the Fire Chief, name of department and phone number.

- **I am volunteering at a place that requires training before I can work**. **Does that count?** Yes, training counts as individual hours, unless your whole youth group/Scout troop is participating in a project as a group and the project requires specific training. Example: the hospital requires you to attend orientation; those hours count towards your hours.

- **Does my Eagle Project count**? **How about Girl Scout Gold Award?** All scouting hours count as GROUP hours. Be sure to document well; do not just hand in a "number" for hours without paperwork to back it up. The **only exception is a student who is POST Eagle or POST Gold**

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Award and continues to help out with younger Scouts; those hours count as individual hours. When documenting hours, write POST EAGLE in the Notes field.

- **What if I work for someone but do not receive pay? Can I count those hours?** No. The purpose of SERV it to get you out in the community, working in service that benefits our community at large. In general, work must be performed for a nonprofit organization. If a physician is doing a free public skin cancer screening day and you volunteer to help, those hours would be valid for SERV.   You volunteer for a free rabies' shot clinic offered by your veterinarian, those hours would be valid for SERV. Working for a private provider does not count for SERV. If we are on school holiday and you have an opportunity to volunteer in the public school, those hours can count. Caring for horses at a private stable or volunteering to help with kids at a private day care center would not count; you are assisting a *private business*, and while this is a good job-shadowing experience, it is not in line with the mission of SERV. Please ask so we can avoid disappointment or conflict.

- **Can I count attending meetings?** Not usually. Attendance at regular youth group or Scout meetings does not count. If the meeting is a required planning session for an upcoming mission trip or if the meeting is spent assembling luminaries for Ronald McDonald House or making goodie bags for a local nursing home or doing another service project, that time can be counted. Of course, meetings as described qualify as group hours.

- **What about service done while on summer programs?** If you work on a service project while on Outward Bound, Summer Ventures, or Governor's School; the director needs to document the hours for you. Only the SERVICE hours count for SERV, not the entire time in the program.

- **Can I count storm relief work?** Helping to clean up debris must be documented by an agency (youth group leader, local fire department, city official.) Helping a family member does not qualify as SERV hours. We understand that emergency aid happens during chaotic times and finding an official to sign documentation can be challenging. Please obtain a legible form with a name and phone number or use the **Community Service Documentation Form. The important part is HELPING, Not "getting credit"…do your part to serve.**

Thank you for taking the time to review these FAQs. Our goal is always to remain true to our school's mission to "develop responsible citizenship" in our students. We appreciate all you do to help your community.