

APA SERV Guidelines

SERV is an honor society for service that was started at Parrott Academy in 1995. This honor society is open to students in grades 9-12 who meet specific criteria. SERV stands for “Students Effectively Realizing their Value.”

SERV Basic Requirements

- Hours are calculated by calendar year: January 1-December 31 (you can start earning hours in January of your eighth grade year; SERV follows the calendar year, not the school calendar year)
- Documentation of these hours must be logged by student on APA’s Track It Forward website, and are due **January 12, 2018**. (This deadline is FIRM and is communicated by signs, announcements and emails well in advance. Since work must take place prior to December 31, it is wise for students to monitor their hours on Track It Forward *before* the holidays so that they can make up any deficits or gather/enter documentation by the deadline. This website not only keeps a record for SERV, it is also a cumulative report for students to use when they start applications for scholarships or college).
- It is always the student’s responsibility to enter SERV documentation

Earning Hours- you must meet the following requirements in order to be eligible for the SERV society. If you ever have a question, ASK!

- A minimum of 12 hours of community service is required for induction (We hope you will do more! For example, in 2012 induction, the average was 94 hours per inductee. The 108 students with over 100 hours were recognized as National Presidential Service Scholars).
- A maximum of 6 of these *qualifying* hours can be those of “group credit,” e.g. service done outside of school but with a group, such as Boy Scouts or church youth group (in other words, you must have a minimum of 6 individual hours-something you initiate or do on your own, not with a formal group. You may have all individual hours; you may not have ALL group hours.)
- Service on school grounds does not count unless specifically designated by Headmaster prior to starting to work
- Service performed through other school clubs does not count
- SERV notices are posted around school and announcements made regarding opportunities (Students may select from advertised opportunities or find their own activity. Mrs. Lewis is happy to help you find something in your home community and is hoping you will share opportunities with fellow students. Stop by and let’s talk about what you are doing-Mrs. Lewis is here to help guide you. You may NOT work for a private business or individual. If you aren’t sure about an activity, ask!
- If an individual makes arrangements and recruits other students to help in a project, he/she can receive hourly credit for that organizational effort
- **Church** related volunteering: mission trips, volunteering with youth group, serving as acolyte, nursery attendant, choir, count as group hours. **ALL ACTIVITIES PERFORMED DURING CHURCH WORSHIP SERVICE COUNT AS GROUP**. If you are a Vacation Bible School volunteer or assist with Sunday School, those hours count as individual hours. Any **scouting** activity, including work on an Eagle Scout project, counts as group hours. A “Post” Eagle Scout who volunteers to help with a troop earns individual hours.
- After induction, a student must maintain an annual requirement of 12 hours to remain an active member (you must qualify each year)
- Any court appointed service does not qualify for SERV hours

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- If a student wishes to do a project on school grounds that involves other students, he/she must do a formal proposal (see Mrs. Lewis for details)
- Credit for work as a volunteer at residential **CAMPS** (Young Life, YMCA, church, etc.) may not exceed 10 hours per day (this guideline is in place to provide some consistency in documentation)

Documentation-if you perform volunteer service, you must enter it on Track It Forward

- Directions for documenting hours can be found under Track It Forward Directions & Rules
- Students may not be recorded as supervisors of other student's service.
- **An organization official** must be recorded as supervisor of a child's service, **parents and other relatives may not be recorded as supervisor of** a child's service (if the parent is the official, another organization representative must be listed)
- Mrs. Lewis is happy to answer questions service activity proposals.
- SERV documentation is subject to the APA Honor Code

Summer, breaks

- Most school or community service activities (hospital, soup kitchen, Habitat for Humanity, nursing home) qualify for SERV hours
- As you plan your summer, keep volunteerism in mind!
- **Opportunities to serve**-most hospitals will permit 14 year old students to be "volunteers." Vacation Bible Schools and Arts Councils are always looking for good help in their programs. Check your community newspaper for other options

Where to find more SERV information

- SERV requirements are in the Parrott Student Handbook