

# Cuero High School

## Service Cord Award Program

### Program Guidelines

The Purpose is to recognize students who engage in a high level (qualitatively and quantitatively) of service to the community by earning the opportunity to wear a service cord during the graduation ceremony in May. Seniors completing the program will receive their service cord while being honored at the Awards Ceremony in May, and be recognized in the graduation program.

### Hours

Students are required to complete a minimum of 80 hours over the course of their 4 year enrollment at Cuero High School in order to earn a Service Cord. For example, if a student earns 20 hours one year, 40 the next, 15 the next, and 5 the final year, the total is still 80, and the student will meet the minimum requirement of the Service Cord Program. Students enrolled at Cuero High School for less than 4 years will be required to earn 20 hours for each year they are enrolled.

Students are responsible for declaring their intent to participate in the program. Service hours from the summer are allowed. All forms are available in the Cuero High School Library and on the Cuero High School website.

Students are responsible for submitting all completed original Service Hour Record forms directly to the Service Cord box located in the library in a timely manner.

Under no circumstances are forms to be faxed, emailed, sent through inner office mail, mailed through the USPS, or put in the school mailbox of any Service Cord Committee member. It is not the Committee member's responsibility to submit hours, it is solely the responsibility of the student.

Student hours will be recorded and updates will be posted periodically throughout the year. In the case of misplaced information, the student is solely responsible for making and keeping personal copies of all forms for verification purposes prior to turning them in and checking the updates for mistakes (hours granted, name, graduation year, etc ... ). If mistakes are found, it is the student's responsibility to contact the Service Cord Committee Chair as soon as possible. A committee member will be available if there is questions or is a grievance, otherwise files are completely off limits to the student.

### Guidelines

The organization for which the student performs service must be a non-profit; therefore, students may not receive payment or compensation in any form for service performed.

The following may NOT count towards service hours:

- School activities for organizations of which you are a member with responsibilities for that organization, receive a benefit or a grade.  
Service hours completed during school hours on a school day regardless of the organization involved
- Hours for rehearsals, practices, or trainings completed for future non-profit performances
- Family obligations (example - babysitting or caring for other family members)
- Duties performed in association with student's employment
- Assisting a paid employee (including teachers) in completing any duties that are part of their contract (grading papers, decorating a room, carrying supplies, filing, organizing, copying, computer work, etc ... )
- Work completed for political parties, issues, or campaigns
- Tutoring a friend (example - study groups, proofreading a friend's paper, studying for an exam)
- Travel time to and from competitions, mission trips, and work camps (the general rule on mission trips will be 1 day is 8 hours and one week is 40 hours)

The overriding issue should be that the community service is done primarily to benefit others in the community at large with no financial gain to a group or individual, and should be something out of the student's normal course of action.

The following MAY count toward service hours (this is not a comprehensive list):

- Volunteer duties associated with a church or other community oriented non-profit organization
- Boy Scout/Girl Scout service hours
- Community revitalization
- Highway clean up
- Blood drives outside of school hours (working the blood drive - no credit will be given for working school sponsored blood drives; Giving blood = 1 hour of service inside/outside of school hours, including school sponsored blood drives)
- Pre-approved structured tutoring (such as adult education, literacy programs, and citizenship programs)
- All community service hours honored by NHS, Anchor Club, Student Council, etc ... may also be submitted for *CONSIDERATION* for CHS Service Cord hours. Recognized campus organizations which involve multiple participants may attach a summary letter that includes the hours volunteered, a description of the service and be signed by the organization's faculty advisor to their properly filled out Service Cord form without having to get a signature directly on the Service Cord form.

### Restrictions

- No more than 10% of the required hours may be from court ordered community service activities (example: a maximum of 8 hours of the 80 may be court ordered).
- Hours are to be earned in half hour increments only. All times will be rounded to the nearest half hour.

Students are responsible for completing the Service Hours Record form neatly and completely. Forms that are not LEGIBLE WILL NOT be considered for awarding of service hours. Files will be maintained by the committee in the Library, but participants are responsible for maintaining personal copies of all forms prior to submitting them.

### Appeals

If a student would like to appeal hours that have been denied, the student needs to notify the Service Cord Committee Chair of this decision as soon as possible. All appeals will be heard from the student only at the next Service Cord Committee update meeting. Appeals made by parents or guardians will not be heard by the committee. The student will be informed of the committee's decision within 3 days of the appeals date.

### Deadlines

Summer hours may count if the student's hours are turned into the Service Cord box located in the library. Any student who forgoes completing the Intent to Serve form until a later date must complete all hours for the number of years he/she attended Cuero High School. Students are responsible for submitting their completed service hour forms in a timely manner.

- Important note regarding Seniors: Seniors are responsible for having all Service Cord Hour Record forms turned in to the Service Cord box no later than 4:00 PM on May 1, 2020.
- \*\*\* If any of these deadlines fall on a Saturday, Sunday, or student holiday, then the deadline will be extended to next school day.

Activities in which the student is unsure may be cleared through the Service Cord Awards Committee Chair (please provide enough time for the request to be processed prior to a response).

Pam Haun, Chair  
[phaun@cueroisd.org](mailto:phaun@cueroisd.org)