

Community Service Criteria

We believe that becoming mature adults involves developing responsibility, commitment and a sense of community. The mission of the Community Service Program is to foster these valuable qualities as part of each student's preparation for college and life beyond high school. Each student entering the High School at Pinewood Christian Academy is encouraged to design her/his own plan to complete the community service criteria for graduation. Students may choose to work as individuals or collectively through clubs or outside organizations.

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COMMUNITY ~ People having common interests ~

SERVICE ~ Work done for another as an act of kindness ~

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Please note the following:

- Volunteering is not necessarily the same as community service. Simply working without payment does not necessarily qualify as community service.
- Students may not serve in connection with a family member's employment, business or source of income. Parents or family members may not sign the verification form for their child.
- Students may earn up to five hours per year in service to Pinewood.
- Students may also earn up to five hours per year for service to faith-based organizations such as keeping a nursery or teaching vacation bible school.
- Students may petition to receive credit beyond the five hours for service organized and sponsored by a faith-based organization as long as that activity provides a service to a larger community.
- The remaining fifteen service hours should be completed in the larger community outside of church and school.
- Students are expected to treat agreements with organizations as work contracts. Unexplained and unexpected absences represent a hardship to volunteer groups and reflect poorly on Pinewood. Students should find someone to take their place if an absence is unavoidable.
- Seniors whose service to the community has been exemplary will be recognized on Honors Day.

Program Requirements:

- Each year students must complete at least 25 hours of community service.
 - The Class of 2012 must have at least 25 hours prior to graduation.
 - The Class of 2013 must have at least 50 hours prior to graduation.
 - The Class of 2014 must have at least 75 hours prior to graduation.
 - The Class of 2015 and beyond must have at least 100 hours prior to graduation.
- At least 25 hours must be completed each school term which will begin the day that summer vacation starts and will end on May 1st each school year.
- No hours completed prior to May 21, 2011 will count toward the graduation requirement. However, previous qualifying hours that have been completed can be included on a student's transcript as additional hours beyond the school requirements.
- ALL service hours must be properly approved and documented on the official community service form.
 - The official community service form will be available in the school office or online at gopca.org.
 - The top portion must be completed and preapproved prior to the activity.
 - Students are responsible for the completion of the official community service forms. They may print the form and fax it to 912-739-2321 during the summer months. I will then approve and return the fax. Students may also come by my office so that I can approve and sign the form. I will be in the office on Tuesdays, Wednesdays, and Thursdays during the summer months. The office will be closed the first week in June and the first week of July. Please plan ahead to get all activities preapproved. No hours will be accepted unless they have been preapproved by the counselor. **Phone calls and emails will not be used for approval.**
 - After the activity has been preapproved, hours completed must be verified and signed by a supervisor or sponsor and turned into the office on the official community service form.
- Turn in deadlines:
 - September 1: Last day to turn in forms for service rendered during the preceding summer. No summer hours will be accepted after this date.
 - May 1: Last day to turn in forms for service rendered during the school year. Report cards and final transcripts are held until hours are completed.
- Accumulated hours become part of the student's official transcript.