



Hoover High School

Community Service Program: Silver Cord

Purpose

In an effort to emphasize the importance of serving one's own community through volunteerism, Hoover High would like to honor student volunteers with a distinguished SILVER CORD to be worn over the graduation robe during the commencement ceremony at the conclusion of each school year.

Guidelines to Earn Silver Cord for the 2016-17 School Year

To earn the distinguished SILVER CORD, students must complete thirty (30) hours of community service/volunteering during every year of high school **by May 1 of the graduating year**. Starting with the class of 2020, students will be required to complete a total of 160 hours. Special consideration will be given to students who move in late in their high school career.

Students **MUST** document all service activities on the form provided by Hoover High School – **one form is required for each site project**. The form must be signed by the supervisor at the site of service. Forms can be submitted at any point during the year to Ms. Critelli, room 1346. Forms may be picked up in her office or found on the HHS website.

Acceptable Service Activities

SILVER CORD hours must be for providing a SERVICE or meeting a clear NEED for a non-profit agency, church, school, park, charity program, fundraiser, or community event. The service should be considered “above and beyond” one's usual scope of involvements and no more than 50% of the required hours can be work completed for Hoover High. If there is a question about whether a specific volunteer experience meets the criteria for “providing a service” or “meeting a need”, students should seek prior-approval from Ms. Critelli before accepting a service assignment with a particular organization.

Examples of activities that would NOT BE ACCEPTABLE:

- Hoover athletic training, event timing, or team managing
- most HHS music program events
- HHS concession stand or fundraising events
- camp counselor in which free room and board provided
(some exceptions made for camps for children with disabilities)

- performing in a musical
- dance or theater groups, unless for charity benefit
- personal leadership development causes
- any activities in which you are being paid

*Silver Cord hours cannot be earned 1) for a relative 2) for a for-profit business 3) for pay or compensation



Community Assistance Permission and Verification Form

At Hoover High School, we value the opportunity to “give back” to our community through volunteerism. Donating one’s own time, sweat and passion to bettering the community in which we live and attend school, while also improving the lives of those less fortunate, is one of the most dignified things that we can do as citizens. In an effort to honor the community service efforts of our graduating seniors, a SILVER cord will be provided to students who have completed the required number of hours.

Please complete and return the following form to Ms. Critelli, HHS Community in Schools Site Coordinator, room 1346. Complete one form for each site or project that you volunteer, with a signature from that organization’s site administrator. All service hours and verification forms **MUST be returned to Ms. Critelli by May 1st. No exceptions.**

Student Name: _____ **Year of Graduation:** _____

Parent: I give my permission for my child to perform community service described on this form. I hereby waive, release, and hold harmless the Des Moines Public Schools and its personnel from any liability in the unlikely event of an injury while performing this service.

Parent Signature: _____ **Telephone:** _____ **Date:** _____

Organization Name: _____ **Contact Name:** _____

Student: Summarize the goals, purpose, and activities of the organization: _____

Describe the activities or tasks of service performed: _____

I verify that I performed the service described above.

Student Signature: _____ **Date(s) of Service:** _____

Community Assistance Verification

Organization Name (attach business card if available)

Print Name of Supervisor at Volunteer Site

Telephone Number

Title of Supervisor

Total Hours of Service

Signature of Supervisor