

**Guidelines for Y.E.S. Hours:
APPLIES TO ALL STUDENTS
2013-2014**

NOTE: Y.E.S. stands for Youth Expanding Service. The purpose of the program is to recognize students who have contributed during their high school career to their community in terms of service hours. This Fort Bend ISD program was started in 1996 by a teacher at Clements High School and has expanded throughout the district. Participation in the Y.E.S. Program is voluntary. Students may not be paid for any service they perform in order to obtain Y.E.S. hours.

- 1. Must be at a not-for-profit agency.** Remember community service hours do not include volunteer hours donated to a **for-profit business**. However, if you work at a business-sponsored event where the money is designated to a charitable organization, this is considered community service. For example, 104 KRBE sponsors Earth Day and donates the money to programs that help clean up the environment. **NOT ACCEPTABLE** is if you volunteer for a for-profit business at a non-profit event **UNLESS** that for-profit business foregoes **ALL** profits to a charity.
- 2.** Service hours from learning centers and universities will no longer be accepted unless they are officially a 501-C3 agency.
- 3.** Beginning with the freshman class of 2006-2007 (graduating in 2010), the required hours for recognition is **100**. You may complete any number of required hours in a single year. However, keep in mind that only **25 total summer hours** can be credited to your required 100 hours.
- 4.** You may not receive more than **6 hours for any 24-hour period**. If you work multiple days, weeks, or months on a particular project, provide an official log of the dates and hours worked and attach it to your YES form. There may be some exceptions, for which you need to consult the Y.E.S. sponsor.
- 5.** Hours completed at school during the closing and opening phases of the year will count as regular school hours, and not summer hours. Acceptable examples include: helping teachers during the days following the last day of school, help with freshman orientation, helping teachers set up their classrooms before the start of the school year, and helping with textbooks before the beginning of the school year.
- 6.** Under no circumstance will credit for community service be given for assisting with any for-profit activity. However, manning a concession stand for school-related events, fundraising for clubs, or other related activities (which do not benefit the volunteering student, as a member of a team) are acceptable. For example, a band member can earn Y.E.S. hours for manning the volleyball concession stand but not the band concession stand.

7. **Baby-sitting** is only an acceptable Y.E.S. activity in the following cases and upon approval of the Y.E.S. Sponsor: **for families with special-needs children, in medical emergencies, or to enable parents or teachers to attend a school-related function** (e.g. school play, open house). **Babysitting for family members does not count.**
8. Prior to tutoring, the student tutor must gain the approval of a teacher in the school in which the student being tutored is enrolled. NOTE: If tutoring takes place over the summer months and the student cannot reach the Y.E.S. Sponsor, determination of acceptability is at the discretion of the sponsor.
9. Volunteering at a hospital is acceptable with documentation from the hospital's volunteer program; however, **working at a doctor's office is not, unless the doctor is donating his time to a free clinic.**
10. **Most community service activities through your religious affiliation are acceptable.** Working with your youth group at a food pantry or shelter, building a Habitat house, helping with Special Olympics, and delivering Meals on Wheels are forms of acceptable service. Working at a religious or cultural carnival is acceptable, provided that the money is donated to charity and not back to the organization sponsoring the event. Teaching religious school, being a teacher-aide in religious school, setting up the musical system for services, setting up for religious programs, vacation bible school and cleaning the facility after services are **NOT** acceptable examples of service. If you have questions, please get approval prior to participation.
11. If you perform community service hours as a prerequisite for receiving a particular award, you may not receive any Y.E.S. hours for the same activities. For example: you may not use the same service hours for both NHS and Y.E.S. If any hours are **required** by another organization (scouts, NHS, Student Council, church, temple, mosque, school group, etc.), they do not qualify as Y.E.S. hours. Hours beyond those required by the organization **do** count.
12. If your community service is performance-oriented, you may only count the performance, **not the practices.**
13. If you volunteer during the school year as a student helper during study hall or as an office aide, **you may only count 25 hours total toward the required 100 hours.** You must seek prior approval before completing these hours. The hour limit does not apply to volunteering to help teachers on this campus or other campuses beyond regular school hours.
14. Hours may only be counted from the beginning of service to the end of service. **Travel time** to and from service does **not** count.
15. Students may not sign as representatives for an organization.

16. Charity walks/runs: if you participate and complete the event, count 1 hour for every \$10 raised up to 5 hours. Donations must be documented and signed by an event representative. Working at the event counts as regular service hours.
17. Collections (food, toys, toiletries, etc.): every \$10 = 1 hour, up to 6 hours per collection of **NEWLY purchased items (e.g. food, toiletries, socks, underwear)**. The student must bring in the items and have a receipt. Look for drop off instructions for each event conducted by the school. It must be a Y.E.S. approved drive. A maximum of 25 hours of this type can be accumulated for the course of the program.
18. Political campaigns: working for a particular candidate will **NOT** count for Y.E.S. hours, but working in a general “get out the vote” effort that doesn’t promote one candidate or political party over the other **MAY** count for YES hours.
19. Blood drives: 1 donation = 1 hour.

It is the responsibility of the student to correctly complete all YES forms, to submit them in a timely fashion, and to consult the sponsor if he or she has any questions. Forms submitted beyond 6 months from the date of service will not be accepted. Seniors must submit all Y.E.S. forms by April 30th of their graduation year.

All service hours are subject to the Y.E.S. Sponsor approval.