

SCHOOL OF SCIENCE AND TECHNOLOGY

GUIDELINES FOR WHAT QUALIFIES AS COMMUNITY SERVICE

- ❖ Students cannot get paid for the work, nor can they fill a position that would normally be a paid position.
- ❖ Service MAY NOT be performed for family members or for profit making organizations.
- ❖ Community service must be completed at a non-profit organization; therefore students should ask the organization or business if they are non-profit prior to performing activities. The term “non-profit” does not relate to whether or not the student is paid for the activities performed. As a general rule, activities performed at places like libraries, schools, Meals on Wheels, hospices, Habitat for Humanity and faith-based organizations are acceptable. Please keep in mind that hair salons, barber shops, martial arts studios, doctors’ offices and physical therapy facilities are for profit businesses and therefore unacceptable, even if you volunteer to help in them. It is the responsibility of the student to make sure that the hours are properly logged in by the organization.
- ❖ Membership in a service club or organization does is not counted as service. Still, if the club performs service activities in the community or school beyond club meeting times, this can be counted as service.
- ❖ Service must be performed before or after school and/or during weekends.
- ❖ Total 100 hours of community service required for student’s graduation.

EXCEPTIONS

Activities performed at faith-based organizations such as churches, synagogues or mosques will be counted towards the community service requirement as long as the activities are NOT religious in nature. For example, activities performed at an after school program housed in a church will count, but assisting in a worship service or Bible Study does not count.

RECORD KEEPING

It is the responsibility of the student to make sure that the hours are properly logged by the organization. Students will turn in the service letters to the Dean of Academics office. Letters that describe service performed must be on official letterhead produced by the organization. Letters must include the organization’s official work phone numbers only; cell phone numbers are not acceptable. Community service letters cannot be written on behalf of a family member or relative. Certificates are not acceptable as proof of service performed.



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1450 NE LOOP 410 SAN ANTONIO, TX 78209 ♦ Tel: 210.804.0222 ♦ Fax: 210.822.3422 ♦ www.ssttx.org

THIS SECTION TO BE FILLED OUT BY COMMUNITY SERVICE SUPERVISOR:

Community Service Place _____ Supervisor's name (please print) _____

Please provide a brief description of the volunteer's responsibilities and service:

Date: _____

Signature _____

Community Service Place _____ Supervisor's name (please print) _____

Please provide a brief description of the volunteer's responsibilities and service:

Date: _____

Signature _____