

PROCEDURES EXHIBIT: 502.3

STUDENTS AS VOLUNTEERS/SILVER CORD PROGRAM

This program has been established to recognize students on graduation day for their volunteer service in their own community or when assisting other communities in times of disaster.

Hours required: Hours start July 1, 2009

- Senior - 25 hours
- Junior - 50 hours
- Sophomore - 75 hours - Hours start June 1, 2009.
- Freshman - 100 hours

If a student transfers into Fort Dodge Senior High School:

Hours needed for recognition will be prorated to the time here in Fort Dodge Community School System.

Who approves and keeps track of hours:

Silver Cord Committee – Minimum of 4 teachers: approves or disapproves hours: which are then kept on file in the student's Dodger Time portfolios. After hours are approved by the committee, the form will be given to the student's Advisor. In a case when the committee questions the approval of hours submitted by a student, the form will be passed along to the Principal and will be evaluated by the administrative team. Advisors will be given only the approved forms and in turn ask the student to file these in the portfolio the student will be responsible for maintaining.

Criteria and Guidelines for Service:

- Group activities should be supervised
- Individual activities hours can not be court ordered, be for school misconduct, part of a class assignment,
- Activities should not be for pay
- Activities must be documented on the appropriate form
- Dodger Time activities which occur outside of the normal school day or are a part of a larger more comprehensive volunteer effort may be submitted and credited.
- Hours count from the end of 8th grade (starts June 1) through May 10, including summer hours.
- No more than 75% of hours can come from one organization
- Hours must be submitted for approval within 3 months of their completion
- Parents can not sign a student's form

What type of Hours Count?

- Tutoring, but not during school day or for pay
- Club service hours completed outside of the school day
- Raking and shoveling of snow, etc. as long as not being paid: a person in need
- Most church activities should count (choir in church, Sunday school)
- Fundraiser (Salvation Army, ringing bells, etc.)
- City and community, and school cleanup
- Campaign and political activity
- Chamber Flower Barrels, Hanging Street Banner, and Trail pickup
- "Y" coaching; Spook Walk; Library story time
- Sporting event activity as long as you are not in the sport (concession stand)
- Blood drive as long as it is not for class
- Nursing home and day care facility, must be organized (must be pre-approved by facility)

What Does Not Count?

- Anything to do with assisting your own personal family
- Baby/dog sitting for individuals
- School activities such as sale of prom booklets and homecoming events
- Choir practices and other practices
- Anything performed during school hours as a part of a class assignment
- Fundraising for yourself

Where do I start?

Each graduating class has a specific colored half page form to fill out. Pickup and return completed forms to the High School Office. Deadline for submission of hours is May 10 of the graduation year.

The following is a non-inclusive list of examples of organizations, groups, etc., that have volunteer opportunities:

- American Red Cross
- City of Fort Dodge
- City Park & Rec. Department
- Fort Dodge City Chamber of Commerce
- Fort Dodge Public Library

- Fort Dodge Soccer Club
- Special Olympics
- Fort Dodge Community Theatre
- P.I.C.A.
- Relay for Life
- Webster County Fair
- Fort Dodge Trinity Hospital
- Blanden Museum
- Habitat for Humanity (project basis)
- Ministerium/Local Churches
- National 19th Amendment Society
- Character Counts
- Senior Citizens Center
- United Way

Adopted 11/18/09

Revised: 12/12/11, 4/13/15

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