

SERVICE HOUR GUIDELINES

1. NO SERVICE HOURS MAY COME FROM ANY FAMILY MEMBER OR RELATIVE.
2. YOU MAY NOT COUNT ANY SERVICE HOURS THAT COME FROM MEMBERSHIP IN ANY OTHER GROUP OR ORGANIZATION (DOUBLE DIPPING). (e.g. NHS Member's may not count any service hours associated with NHS)
3. YOU (OR ANY ORGANIZATION TO WHICH YOU BELONG) MAY NOT BE COMPENSATED IN ANY WAY.
4. ONLY SERVICE HOURS FROM "NON PROFIT" ORGANIZATIONS OR BUSINESSES WILL BE ACCEPTED (NO DONATING TIME IN PLACE OF PAY).
5. NO SERVICE HOURS CAN BE OBTAINED DURING SCHOOL HOURS UNLESS PREVIOUSLY APPROVED BY THE CHAPLAIN OR RELIGION INSTRUCTOR.
6. NO SERVICE HOURS WILL BE ACCEPTED FROM CLASSMATES OR FRIENDS UNLESS PREVIOUSLY APPROVED BY CHAPLAIN OR RELIGION INSTRUCTOR.
7. ½ OF THE REQUIRED SERVICE HOURS FOR EACH SEMESTER MAY BE COMPLETED DURING THE SUMMER.(e.q. 5 hours for 1st Semester and 5 for 2nd semester). THE REST WILL BE COMPLETED DURING THE ACADEMIC SEMESTER IN WHICH THEY ARE REQUIRED.
8. SERVICE HOUR FORMS MUST BE TURNED IN **WITHIN 2 WEEKS OF WHEN SERVICE WAS PERFORMED**. SUMMER SERVICE HOURS MUST BE TURNED IN **WITHIN THE FIRST 2 WEEKS OF THE SCHOOL YEAR**.
9. ALL OTHER GUIDELINES OR RESTRICTIONS ARE AT THE DISCRETION OF THE RELIGION DEPARTMENT.
10. IF YOU ARE UNSURE THAT YOUR SERVICE OPPORTUNITY MEETS THE ABOVE GUIDELINES, DISCUSS THE NATURE OF THE OPPORTUNITY WITH YOUR RELIGION INSTRUCTOR PRIOR TO PERFORMING THE SERVICE.