

The Green Cord

Student Council Community Service Committee

Presidential Volunteer Service Award

INTRODUCTION TO THE PROGRAM

The Student Council Officers and the Community Service Committee of the Boyertown Area Senior High (BASH) Student Council launched the Green Cord Program in 2011, patterned after the program instituted by Keller (TX) High School's Student Council. Its purpose is to create an incentive for the BASH student body to actively participate in volunteer community work and to provide a simple way for students to officially document their service hours (for college entrance applications and resumes, scholarship applications, and NHS)

The success of the Green Cord Program lies within the extensiveness of student involvement. In three years, BASH has had more than 400 students involved in the Green Cord Program who completed over 10,000 hours of documented community service.

The success of such a pro-



gram is about more than both the number of awards earned and the lives of those touched in the effort. The success will be students learning that community service and involvement are of great value to our world and for numerous intrinsic reasons. This program allows students to impact the world. NOW... one life at a time!

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PURPOSE OF THE PROGRAM

- To give special recognition to students who demonstrate a willingness and a passion to volunteer their time and labor in serving others
- To encourage students to develop the habit of performing community service
- To teach students responsibility by completing documentation forms.
- To create communication links between the students of BASH and the volunteer service needs of the community

PURPOSE OF THE MANUAL

This manual was written for the students, clubs, organizations, administrators, and faculty of BASH. Its purpose is to better acquaint these groups with the Green Cord Program and to answer questions regarding the official procedures, guidelines, and limitations of the program. Please direct questions concerning the program to any Student Council Community Service Committee member or email the questions to: bash.greencord@gmail.com.

HOW THE PROGRAM WORKS

The Green Cord Community Service Award program is a program which gives special recognition to students who complete 100 hours of community service work within the time frame of a single year, beginning May 1, 2016 and ending April 28, 2017. Students who wish to participate must document their community service work on the Green Cord Community Service Documentation Forms supplied by the BASH Student Council. ALL PARTICIPANTS MUST PAY A ONE-TIME \$15 PROGRAM ENTRY FEE, WHICH WILL ALLOW US TO CONTINUE TO FUND THE PROGRAM. The fee must be paid by December 22, 2016, which is also the last day to turn in the initial 25 hours. Required.

Once a form is completed and returned to the committee, the time documented on the sheet will be added to any previous time accumulated by the student and filed for future reference. Students who document 100 hours of community service time and return the forms by the official deadlines will be given special recognition of their accomplishment at the end of the school year.

True service is a giving of one's time and labor while under no obligation to do so.

DEFINITION OF COMMUNITY SERVICE

True service is a giving of one's time and labor while under no obligation to do so. An act of community service, therefore, is such service performed voluntarily for the betterment of an individual or group of individuals. The BASH Student Council Community Service Committee will recognize all acts of this kind as valid community service activities.

Certain areas of community service are considered exceptions to the normal guidelines stated above. Service rendered in affiliation with BASH will be considered acceptable service; however, a **maximum of 75 hours** of such service time will be tallied toward the 100-hour requirement. At least **25 hours must come from other sources, although all hours may come from other sources.** Only true service hours count toward the program. Travel, sleep time, or non-working hours will not be accepted.

If a question arises concerning the acceptability of an act as a valid community service activity, the committee members, the Student Council sponsor, and/or the designated administrator will decide objectively on the matter. The committee is not responsible for ensuring that students will understand the acceptability guidelines; students who perform service which is not acceptable will be exclusively liable for their mistakes. If in doubt about whether or not an act will count, please see any Student Council Community Service Committee member or email bash.greencord@gmail.com.

DOCUMENTATION OF COMMUNITY SERVICE HOURS

- All community service performed by a student who wishes to participate in the program must be documented on the Green Cord Community Service Documentation Form (see Page 5). Additional documentation may be attached to the form. **Students should sign in their hours when they turn them in the Green Cord Box so any questions concerning their hours may be resolved.**
- The service hours must be accumulated between May 1 and the last Friday in April of the current school year. Community service documentation will be deemed valid only if recorded, logged, and verified within the aforementioned time frame.
- To be eligible for the 100-hour Green Cord Award at this year's end, a student must document and return 25 hours of service by the last full school day in December (Dec. 22, 2016) and the remaining hours by the last Friday in April (Apr. 28, 2017). To receive their green cords, students must also pay the one-time the \$15 fee.
- Each student is solely responsible for returning his/her own documentation forms to the Green Cord Committee. Forms not completed to the satisfaction of the committee will be rejected and returned.

TALLYING OF COMMUNITY SERVICE HOURS

Students who have logged any service time in the program will be informed of their total number of committee-verified hours at the end of December and at other times as they are updated. All first time participants must pay a \$15 program fee by the December due date as well.

After April 28, 2017, the total number of valid community service hours performed by each participating student will be tallied by the committee. Once the final hours are posted, the student will have one week to clear up any discrepancies with their hours. Any student who completes at least 100 hours of service time will be said to have met the requirements of the Green Cord Community Service Award Program for the current year and will receive a Green Cord at his/her graduation. Only one award will be given per student per year.

A student must log a minimum of 100 hours of community service to receive the Green Cord.

BESTOWAL OF RECOGNITION AWARDS

- Graduating seniors who meet the requirements of the program for the year will receive a 100-hour certificate of recognition and a green cord to be worn during the graduation ceremony. An additional cord will be attached to the green cord for each school year the recipient met the requirements of the Green Cord Community Service Award Program (i.e. three 100-hour years earns three cords).
- Sophomores and Juniors who meet the requirements of the program for the year will receive a 100-hour certificate of recognition
- Students that achieve at least 100, 150, or 200 plus hours will receive the corresponding Presidential Volunteer Service Award.
- Students who logged any number of hours in the program but did not meet the 100-hour requirement for the year will receive a certificate which recognizes the number of hours they logged during the year.

SUMMARY OF GREEN CORD CRITERIA/REQUIREMENTS

- Minimum 100 community service hours to receive the Green Cord.
- 25 hours must be completed, documented, and turned in by 4:00PM on the last full school day of December (December 22, 2016) (NO EXCEPTIONS!).
- All Green Cord hours must be submitted by 4:00 PM on the last Friday in April (April 28, 2017) (NO EXCEPTIONS!).
- Hours may be awarded for programs in affiliation with BASH or can be performed for an organization NOT affiliated with BASH. These hours do not include activities required for participation in any club/organization, unless they serve a non-profit organization.
- Hours associated with any BASH sporting event are NOT acceptable, unless served for a non-profit organization.
- Volunteer hours at a business will only be accepted if:
 - Business is a non-profit organization
 - Main goal of the business is to benefit the community (e.g. Red Cross, Goodwill, Multi-service...)
- No signature will be valid unless it is that of the program sponsor/director and has a phone number included where they may be contacted.
- No volunteer hours can be earned while attending local church worship services, but service done for churches outside the normal service hours is acceptable. (e.g. Babysitting at the church)
- Volunteer hours done for court appointed community service will not be accepted.
- If payment is received for services, it is not community service and will not be counted for Green Cord. Receiving a t-shirt or small token for service is acceptable though.
- No volunteer hours can be earned during club meetings.
- No form of fundraising will be counted for Green Cord hours.
- Volunteer hours will NOT be carried over from year to year.
- If you have any questions or comments, please write them down and turn them into the Green Cord box outside the Student Council homeroom, ask a member of the Student Council Community Service Committee (names are listed outside of Rm. 419), or email them to: bash.greencord@gmail.com

Service Award

GREEN CORD COMMUNITY SERVICE AWARD PROGRAM ENROLLMENT

Name: _____ Class of: 2017 2018 2019 (Circle One)
Cell/Home Phone: _____ Student ID #: _____
E-mail Address: _____

Please notify us of any changes in your information so that we can contact you!

I have read the Green Cord Community Service Award Program Information Packet and understand the rules and guidelines surrounding the program. I understand that all hours must be completed by the given deadlines (the first 25 hours and \$15 by December 22, 2016 and the remaining hours by April 28, 2017) in order for me to be considered part of the Green Cord Program. In signing, I commit to taking on the challenge of the Green Cord Program for its value to me, to my community, and to the world.

Signature: _____ Date: _____

Pre-Program Survey

Please complete the following questions for our records.

1. Why do you want to be participate in this program?

2. What do you expect to gain by being involved in this program?

3. What community service projects do you expect to participate in, or what programs do you expect to be involved with?

4. How did you hear about the Green Cord Program?

- Tips: Start early on your hours.
- Don't miss deadlines.
- Ask clarifying questions, early.
- Keep a record of your hours for your use.
- Always put your hours in the Green Cord Box.

Return this document to the Green Cord Community Service Box outside the Student Council Homeroom (Rm. 419).

GREEN CORD COMMUNITY SERVICE DOCUMENTATION FORM

Boyertown Area Senior High Community Service :
A non-profit way of benefiting the community

25 HOURS DUE: DECEMBER 22, 2016
REMAINING HOURS DUE: APRIL 28, 2017

Name: _____ Class of: '17 '18 '19 (Circle One) ID#: _____

E-Mail Address: _____ Cell Phone #: _____

Organization Service was done with: _____

Description of Service: _____

Was service done in affiliation with BASH? YES? NO? If YES, please explain:

GREEN CORD COMMUNITY SERVICE HOURS

How to Document Hours: Under the "Service Date" column, record each day that service was performed for the above organization in the format MM/DD/YY (EX: 10/16/16). For each day of work, list the number of service hours completed that day in the column "# of hours." You must use a different form for each organization you serve. *It is highly recommended that you keep a copy of all hour completed for your records.*

Service Date	# of hours served	Service Date	# of hours served

SERVICE DIRECTOR/SPONSOR INFORMATION

Name: _____ Daytime Phone #: _____

E-Mail Address: _____ Other Phone #: _____

Signature: X _____ Date: _____

By signing this document you verify that the information contained herein is complete and accurate
Are you interested in posting service needs on a bulletin board at BASH? _____
Does your organization have other service needs? _____
Comments: _____

Return this document to the Green Cord Community Service Program Box outside the Student Council Homeroom (Rm. 419). Do not hand the form to anyone, leave it on a desk, mail it, fax it, or put the form in a mailbox. If completed incorrectly, the Community Service Committee will reject and return the form.