

Y.E.S. Contract

Guidelines for Y.E.S. hours

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 program promotes volunteerism more than philanthropy. The idea is for students to be well-rounded and help their community along with managing school & various activities and interests. Students may not be paid for any service they perform in order to obtain Y.E.S. hours.

PARTICIPATION IN THE Y.E.S. PROGRAM IS VOLUNTARY

- 1. Must be at a non-profit agency.** 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 acceptable. 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 forgoes **ALL profits to a charity.** _____ (initial)
2. Service hours from for profit centers, including certain learning centers and universities will not be accepted unless they are officially a **501-C3 agency.** _____ (initial)
- 3. The required hours for recognition is 100.** Volunteer hours completed during the **school calendar year** will count as **regular Y.E.S. hours** whereas anything done during **summer would count as Y.E.S. summer hours.** Only **25 total summer hours** can be credited to your required **100 hours** in the span of the **4 years.** _____ (initial)
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 which exceeds 15 hours, you must **provide a signed Y.E.S. official log.** There may be some exceptions, for which you need to consult the **Y.E.S. coordinators.** _____ (initial)
5. 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 that 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. _____ (initial)
- 6. Baby-sitting is only an acceptable Y.E.S. activity in the following cases and upon prior approval of the Y.E.S. coordinators:** families with special-needs children, in medical emergencies, to enable parents or teachers to attend a school related function. Babysitting for family members does not count. _____ (initial)
7. Volunteering at a non-profit nursing home or hospital is acceptable (with log, if necessary); however **working at a doctor's office is not, unless the doctor is donating their time to a free clinic.** _____ (initial)
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. **ALL Y.E.S. FORMS MUST HAVE A TEACHER'S SIGNATURE.** NOTE: If tutoring takes place over the summer months and the student cannot reach the **Y.E.S. coordinator**, determination of acceptability is at the discretion of the committee. No online tutoring accepted. _____ (initial)
9. Some community service activities through a religious affiliation are acceptable. Working with your youth group at a food pantry or shelter, building a Habitat house, helping with Special Olympics are all 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 an usher or teacher-aide in religious school, any setting up for a religious program, babysitting, vacation bible school and cleaning the facility before/after services are NOT acceptable examples of service. Any volunteer service done through your religious affiliation must benefit the community as a whole, not just the congregation or a specific religious group.** If you have questions, please get approval prior to participation. _____ (initial)
- 10. 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, Tri-M Honor Society, Student Council, PALS, church, temple, mosque, school group, etc.**), they do not qualify as **Y.E.S. hours.** Hours beyond those required by the organization do count. _____ (initial)
- 11. Electives such as Office Work are not eligible for Y.E.S. hours.** _____ (initial)

12. If your community service is performance-oriented, you may only count the **performance**, not the practices. Similarly, meetings to organize/plan for an event do not qualify for Y.E.S. hours; only hours actively worked at the event would count. _____ (initial)
13. Hours may only be counted from the beginning of service to the end of service. Travel time to and from service does not count. _____ (initial)
14. Neither students nor parents may sign forms as **representatives for an organization**. Any service hours through student-led organizations or clubs must have adult oversight. _____ (initial)
15. 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. _____ (initial)
16. **Only AHS YES pre-approved drives are acceptable**. Collections for a charitable purpose (food, toys, toiletries, etc.): every \$10 = 1 hour of NEWLY purchased items. A receipt should be attached to your form. Blood Drives: 1 donation = 1 hour. Shared Dreams: 6 Pairs of Shoes donation = 1 hour. **All forms must be signed by an AHS staff member**. Students may earn 6 hours maximum during each year of high school (9,10, 11,12). _____ (initial)
17. 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 **Y.E.S. hours**. _____ (initial)
18. Any organization and its affiliated programs that are congregational based, primarily benefit their own cultural/religious community, or are not open to all in the community will **not be acceptable Y.E.S. hours**. (i.e. Ismaili Jamaat Khana). _____ (initial)
19. Students can request a meeting with the volunteer Y.E.S. coordinators, if needed. Meetings will be in the **AHS library** at a mutually agreed time. Parents/guardians are welcome to attend the meeting with the student. _____ (initial)
20. **Passive volunteer hours**, such as writing letters, making cookies, decorating bags or making other requested items to donate are limited to a **maximum of 10 hours during each year of high school** (9, 10, 11 & 12) starting with May 1, 2022. _____ (initial)
21. **Y.E.S forms expire 6 months** after the volunteer service has been performed. _____ (initial)

REMOVAL FROM Y.E.S. PROGRAM

- **Any falsified hours stated on the Y.E.S. hour form. Hours are randomly checked back to the organization.**
- **Being rude or intimidating to any Y.E.S. coordinator in person or via email is unacceptable.**

It is the responsibility of the student to correctly complete all Y.E.S. forms (NO DIGITALLY-COMPLETED FORMS) and submit a copy to your grade level coordinator. Your original forms may be requested at any time. Seniors must submit all YES forms by the first Friday in April of their senior year.

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

I understand that to fulfill the requirements for Community Service, I must complete the required hours by April of my senior year. I further understand that I must submit forms to the Y.E.S. Team **within 6 months** from the date of service. If I need a copy of my Y.E.S. Log, I must submit the request by email to the Y.E.S. Team.

Student Name (Print) : _____ ID# _____

Phone : _____ Email : _____

Student Signature : _____ Graduating Year : _____

Parent Signature : _____ Date : _____