



NCCA NHS SERVICE LEARNING CRITERIA¹

Basic Reminders:

- 1) You must maintain and keep up-to-date your [NCCA Community Service Portfolio](#) which you will submit to our NHS Canvas course **quarterly**.
- 2) You are required to complete a total of **fifteen (15) hours of volunteer service each academic semester (7.5 hours per quarter)**, totaling thirty (30) hours annually (which includes the additional 5 hours per year as an NHS member). Note: NHS hours must be earned during your membership, regardless of the number of hours you bring with you. For example, let's say you've been at NCCA since your Freshman year and accumulated 75 hours by the end of your Sophomore year. Then, as a Junior you begin your first year of NHS membership. Although NCCA would only require 25 more hours from you to graduate (100 total), your NHS membership requires 60 hours during your 2-year membership to fulfill the Pillar of Service. Therefore, that would then bring your total hours by graduation to 135.

¹ updated Spring 2024

Here's what your hours will look like for one school year of NHS membership:

Hours to be served during:	Number of hours required:
Quarter 1 (Organization #1)	7.5 hours
Quarter 2 (accrued from your Individual Service Project with Organization #2)	10-20 hours
Quarter 3 (Organization #3)	7.5 hours
Quarter 4 (accrued from your Group Service Project with Organization #4)	7-10 hours
TOTAL HOURS EARNED FOR ONE SCHOOL YEAR AS AN NHS MEMBER	32-45 hours
<p>Note: per our By-Laws, you must earn at least 30 hours per year as an NHS Member (that's 5 hours more per year than expected of a non-NHS NCCA student), <i>regardless</i> of how many hours you earned at NCCA before joining NHS.</p> <p>**ALL HOURS EARNED AS AN NHS MEMBER ALSO COUNT TOWARD YOUR GRAND TOTAL OF REQUIRED NCCA HOURS FOR GRADUATION**</p>	

3) As an NHS member you **must seek approval** from your NHS Chapter Adviser **before** beginning **any type** of service so that your Chapter Adviser may confirm that the service falls under the acceptable criteria, i.e., **501(c)(3)** or **outreach**.

4) As NHS members, your parents'/guardians' signatures are **not** acceptable as service supervisors. **Acceptable signatures must be from the Service Coordinators** at the **501(c)(3)** charitable organizations (or **outreach**) you served who observe, supervise, and endorse your service. For example, if you are volunteering at a local library, the library's Volunteer Service Coordinator would be the one to sign off on your completed service.

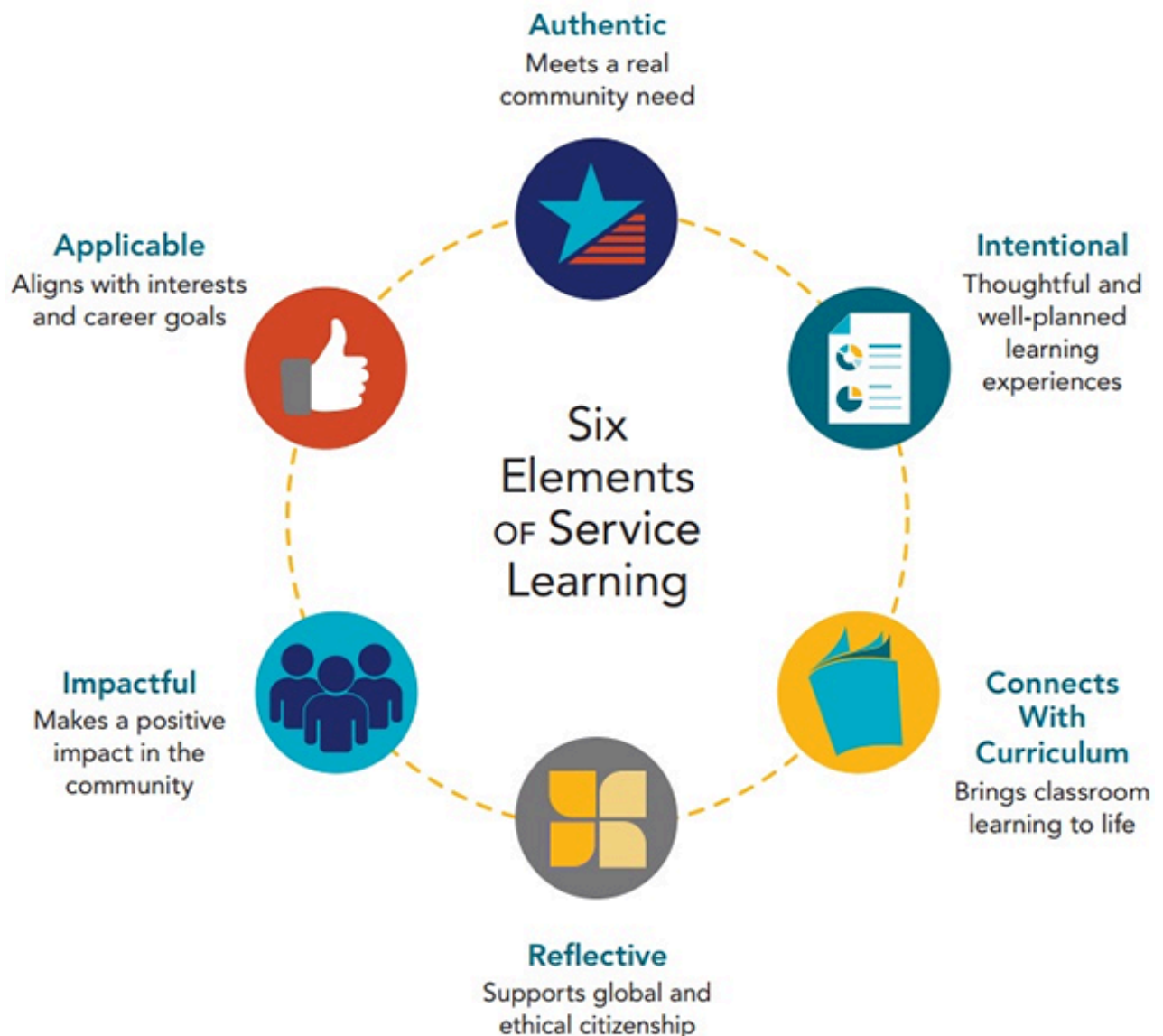
5) Although Dr. Hina Sharma had previously approved your service hours for the NCCA graduation requirement, **now that you are an NHS member** your NHS Chapter Adviser (Ms. Fajardo) will approve your hours through the lens of NHS' Pillar of Service, to ensure that your service is truly benefiting community-members-**in-need** through **501(c)(3)** organizations or **outreach**, in a **meaningful** way that exemplifies the spirit of service--**over and above** what **non-NHS** members at NCCA might do.

6) You will be expected to **diversify** your service across **different categories** of need **each quarter**. So start thinking about public libraries, food banks, retirement homes, animal shelters, etc. Through your NHS experience you will learn to serve in different categories to serve

different areas of need (please refer to the United Nations Sustainable Development Goals ideas: [170 Daily Actions](#); [Activity Examples](#); [🌍❤️Community Service Ideas Handbook](#) and *always check with your Chapter Adviser to make sure that what you're choosing is okay.*)

Service Learning through NHS is not just volunteerism:

“While volunteering is beneficial to both the student and the organization, **service learning** challenges students to go **beyond volunteering** [**more than what a typical high school student usually does**]. In service learning, students **work to identify a problem or need** within their community [local, regional, or global] and **make a plan of action to help**. For example, they might find an area of social justice they're interested in, **conduct research** on that topic, and **collaborate** and **communicate** with their peers [along with the 501(c)(3) coordinators and your Chapter Adviser] in **implementing change**.” Please read more from this article: [Benefits of Service Learning for High School Students](#).



[Source: [CSUSM - Service Learning and Civic Engagement](#)]



NHS Members' Service Must Focus on the United Nations' 17 Sustainable Development Goals to Help Change Your Mindset:

“Volunteering can be an eye-opener for many people. They might not fully understand the scale of problems such as hunger, inequality, or poverty until they start working with a particular organization. Once they begin volunteering, they can learn more about a specific topic and often take ownership.

They become invested in the cause they're working for or the issue they're trying to solve.

In some cases, volunteering can change people's opinions or beliefs on a topic. For example, a person who decides to volunteer with an aid organization after a natural disaster might see the effect climate change has on our planet and its impact on other people. Their experience as a volunteer, working in the aftermath of a devastating hurricane or tornado, can convince them of the importance of taking action against climate change.” ([Volgistics](#))

What Counts as Service Learning Hours? - Ask yourself: “Is this selfless?”

Please note:

Hours must be completed through a [nonprofit 501\(c\)\(3\)](#), government agency, or school.

Working without pay at your job or for a family business does not qualify as Service-Learning.

The goal of Service-Learning is to learn and develop empathy, compassion, character and leadership skills through active participation in ***thoughtfully organized*** service experiences.

Examples of general volunteer work that will count toward Service Learning Hours:

- hospitals
- nonprofit animal services
- any healthcare/illness-related nonprofits
- nonprofit environmental agencies
- Senior Centers/Assisted-Living Communities (both for-profit and nonprofit)
- municipal beautification projects
- museums
- public libraries
- veterans' services



- **Virtual or Indirect Services** (where you are doing good virtually, and not meeting the recipient)
Examples are virtual activities with an organization **approved by your NHS Chapter Adviser**, where you might, for example: write uplifting cards/letters, organize a food drive, post special events on social media, fundraise, or raise donations, etc.

FreeRice.com: Please note that it is expected that NHS members **limit their use of Freerice.com** since the purpose of your NHS experience is to focus your service on your local/regional/state communities. FreeRice should be **used as a last resort when other types of service are impossible and after getting approval** from your Chapter Adviser.

Always check with Ms. Fajardo beforehand to make sure you will be working with an approved organization.

- **School-Related Volunteer Hours**
Any school-related service activity must be focused on serving the school community **at large**, not just an individual at our school. I.e., serving with NCCA's Student Government Association, helping set up/take down school events, peer tutoring, peer counseling, etc.

Always check with Ms. Fajardo beforehand to make sure you will be performing approved service for NCCA.

- **Faith-Based Service Learning Hours**
Many of the hours served with your faith-based community may be counted **depending on the type of service** activity.

➤ **Outreach** service through a faith-based organization for the benefit of other nonprofits (i.e., Habitat for Humanity) or for the people in the community at large--regardless of creed--for example, hosting a meal for the community's homeless, running a food drive for the community's food pantry, or a school supplies backpack drive for needy children, etc. Outreach "**focuses on actively interacting with people and communities outside the church's immediate membership and offering them services, support, or help. These missions are motivated by a desire to improve society by meeting people's physical, emotional, and spiritual needs regardless of their religious background.**" ([MinistryBrands](#))

Please read the guidelines below carefully as not all hours will count.

- **Faith-based Service:**
 - that **will count** toward Service Learning and which must benefit the **external** community:
 - The following examples would be approved as they are considered part of an **outreach** program.
 - volunteering with a faith-based food bank, clothing bank, or meal service
 - volunteering for an 501(c)(3) nonprofit **community-based** organization
 - performing volunteer service work on a **mission trip** (like rebuilding a community after a disaster, building a school, digging a well, etc.)
 - that will **not** count toward Service Learning:
 - volunteering **in** the church choir, band, or performances
 - volunteering to usher **in** church

- volunteering in a faith-based nursery during services or classes
- volunteering to visit members, proselytize, evangelize, run a booth to pass out faith-specific information, etc.
- Vacation Bible Schools and/or camps that focus on specific faiths and which are not inclusive of all community members *regardless of creed*

Always check with Ms. Fajardo beforehand to make sure you will be performing approved service for NCCA.

- **Other examples of Service-Learning:**
 - that will count:
 - performing with other NHS members in your areas in a choir/band/theater group for a senior center, nursing home, daycare, etc. ***outside of school hours and not for school credit***
 - managing or coaching younger teams of students in middle or elementary school under “education and enrichment” activities for children
 - tutoring students as part of a school club or nonprofit agency
 - volunteering with a school-based club by organizing or working at a school food/book/clothing drive and/or raising funds for outreach donation.

Note: *Simply purchasing and/or dropping off donations does not count toward service learning. Service learning is when you have planned the drive through collaboration with others and/or actually worked in the drive for raising donations, delivering donations, organizing donations, etc. for the food/book/clothing bank.*

Always check with Ms. Fajardo beforehand to make sure you will be performing approved service for NCCA.

- that will not count:
 - working at concession stands or Booster Clubs to raise money for clubs or for-profit businesses
 - holding a car wash or other fundraiser that benefits a school club or sports team (**however, if the proceeds benefit a 501(c)(3) nonprofit organization, the hours would then count**).
 - hours with non-SGA school clubs do not count for *general* business/meetings (**however, time spent with that school club in planning and participating in service learning to benefit NCCA at large or a 501(c)(3) community organization will count**). [Also see the FAQ: Can I count hours from club meetings?]
 - "Double dipping" is not allowed. "Double dipping" is defined as participation in another service organization and/or activity and using those hours to count towards the NHS Pillar of Service. For example, you may not use your Eagle Scout hours.
 - hosting students from other schools or international exchange students

FAQs:

- **Can I count hours from club meetings?**
If you participate in a school service club (i.e., NHS, SGA), you may count any hours that are spent

serving NCCA's initiatives to achieve NCCA's future goals and strategy. or organizing and implementing a service project. If you are in a club that uses meeting times to discuss other club business, you may **not** count those hours. **Only hours spent planning and participating in NCCA's improvement or a service project will count as Service Learning Hours. There must be a supervisor present.**

Always check with Ms. Fajardo beforehand to make sure you will be performing approved service for NCCA.

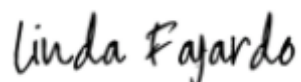
- **I volunteer as a sports manager/captain on a team, do these hours count?**
Students are able to get hours for a variety of events through the sports teams/sports clubs they are associated with, however those hours must be toward serving a **nonprofit 501(c)(3)** organization, **not** serving the team itself.
- **I have to complete community service hours for a class. Can I count these hours?**
Any hours completed as a requirement for a class, **do not** count toward your NHS Service Learning Hours. Additional hours completed after the required hours have been met, can count toward Service Learning. **Always check with Ms. Fajardo beforehand to make sure you will be performing approved service for NCCA's NHS.**
- **Can I count my time babysitting, helping out my neighbor with yard work, shopping or around the house?**
No. This work does **not** count for Service Learning hours.
- **I volunteered with a local company but wasn't paid for my work. Can I count these hours?**
If the company is a registered nonprofit organization, and **approved by your NHS Adviser**, then the hours may count. If it is a for-profit business, the hours will not count. **Always check with Ms. Fajardo beforehand to make sure you will be performing approved service for NCCA's NHS.**
- **Can my parents or siblings be the contact for my verification of hours?**
No. Parents and/or family members are **not approved** for signing off on their own child's hours. Only an employee who works for the nonprofit organization, and supervises the actual work (i.e., a Service Coordinator), can approve service hours.
- **Can an NHS Officer or other NHS member approve another student's Service Learning Hours?**
No. Only NCCA staff members, club advisors, or supervisors at the 501(c)(3) nonprofit site are to approve hours.
- **I volunteered as part of a political campaign, do these hours count?**
No. Hours spent volunteering as part of a political campaign for an individual candidate or cause, will not count toward Service Learning. **However, hours spent helping with an organization that is *nonpartisan* will count. For example, voter registration (i.e., *Get the Vote Out!*) does count toward service learning hours.**
- **I "job shadowed." Can I count these hours?**
No. Hours spent performing a job shadow does not count toward Service Learning. Only actual service work for the community through a 501(c)(3) organization will count.
- **If I get a job as an intern but do not get paid, can I count those hours for Service Learning?**
No. An internship is not on the approved list for getting service hours.
- **I registered and paid to go on a trip with a for-profit travel company. While there, we participated in some nonprofit work. Will the hours count?**

No. We do not approve for-profit businesses. We also do not approve service work for camps, classes, or nonprofits that charge a fee or tuition.

Thank you for your ***careful review*** of the criteria to fulfill the NCCA NHS Pillar of Service.

Your digital signature on the Candidate Information form which was completed with your application for membership serves as your official understanding and acceptance of these criteria.

Sincerely,

A handwritten signature in black ink that reads "Linda Fajardo". The signature is written in a cursive style and is positioned above a horizontal line.

Ms. Linda Fajardo, M.Ed.
NHS Chapter Adviser