

**Cambridge Academy Middle and Upper School
Community Service Guidelines
2026 - 2027**

**READ ALL INFORMATION CAREFULLY
THE FORM AND REQUIREMENTS HAVE BEEN UPDATED!**

Community Service is helping others **without the** expectation of receiving something in return. We believe it is important to teach our young people the value of community service so that they will have an increased awareness of the needs of their various communities and their roles therein. We also believe that through giving of themselves, students will acquire a sense of responsibility and an altruistic attitude.

Deadlines: All Cambridge Academy Middle School and Upper School students are required to complete **20 hours** of community service and record their hours **on the log provided**. The log must be completed **by the student**, not a parent. Each entry **must be signed** by the supervising adult, who can verify the time spent. Students must include at least **three different types** of service. Students must submit their logs to Mrs. Gregory, Community Service Coordinator, on Friday, **January 8, 2027**, for review and approval. They should have recorded at least ½ (10) of the yearly required service hours at that time. All 20 hours must be completed and submitted by Friday, **May 7, 2027**.

Consequences: Completing the mid-year and final community service hours are **recorded on report cards, transcripts, and student permanent record cards** as a grade of complete or incomplete. Completing community service hours is a **school requirement** and should be treated as any other class or school requirement. **Students submitting their hours late (mid-year and final) are subject to the following disciplinary actions: placed on athletic probation until required hours are submitted (including practices and games), may not participate in any extracurricular school-sponsored activities until required hours are submitted (dances, lock-ins, homecoming activities, etc), and will serve daily lunch detention until required hours are submitted.**

Examples of appropriate Community Service Opportunities

- Volunteer service as a member of a group (church, scouts, etc.)
- Working with local community agencies (Soup Kitchen, Humane Society, etc.)
- Visiting or writing to persons who are ill, elderly, military etc.
- Assisting elderly or disabled neighbors with chores, pet care, etc.
- Volunteer service as a member of a Cambridge Academy organization where participation in the project is not mandatory for the group (SGA, FCA, etc.) and the group is not fundraising for themselves.
- School, community, or state beautification projects
- Work-related services at school that are done by volunteers (concessions at home athletic events, helping at CAPTA sponsored events, etc). Any work related service at school that is typically done by a paid staff member **must be preapproved** by the CS Coordinator before it can count towards cs hours (ex. helping to serve lunch, volunteering with after school program)

Other activities may also apply. Please see Dr. Griggs for clarification when in doubt.

The following activities will NOT be accepted as appropriate Community Service Opportunities:

- Any activity in which you receive payment for
- Attendance at fine arts performances

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- Babysitting for payment (Rules of babysitting for individuals: only babysitting done for a legitimate, emergency type situation for individuals can count – babysitting services done for someone to participate in extracurricular activities such as going out to eat or to the movies can not be used. Babysitting siblings does not count as community service. Babysitting as part of a group function, for an event, or for an organization can be used – ex. volunteering in a church nursery, volunteering for child care services during school events, volunteering to provide childcare during philanthropic events).
- Any activity which is a fundraiser to benefit the sponsoring group that is not specifically for a philanthropic endeavor (ie: a sports team fundraising to purchase team supplies)
- Sports participation, theater productions, recitals, etc. (unless events are free to the public as part of community outreach)
- Any community service that is mandated as a punishment

Thanks for Giving to your Communities!

Requirements to Receive Presidential Service Award

Hours by Award	Bronze	Silver	Gold
Teens (11–15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +

How to properly complete the CS Form (attached):

Location of Service	Detailed Description of Service Performed (may use multiple lines or back of page for additional space)	Date of Service	# of Service Hours	Signature of Adult / Verification of Service and contact number
First Church Sometown, USA	I assisted with VBS by decorating halls, cleaning up each evening and assisting with supervision of pre-school children.	June 12-15	10 hours	<i>Mrs. VBS Director</i> <i>864-123-4567</i>
Humane Society of Mytown, SC	During my time at the HS I cleaned pet kennels and walked dogs.	July 15	2 hours	Mr. Humane Society 803-123-4567