



A.H.S COMMUNITY SERVICE PROGRAMME

REMINDERS

Please be advised of the following guidelines/reminders as it relates to the community service programme:

- Community service hours **MUST** be done at an organization that is geared towards helping others or one that depend on volunteers and are committed to service. (Retirement homes, homeless shelters, churches, hospitals, nurseries and centers for struggling students, schools (for instance homework/tutoring programs) are great choices.
- Selected organizations must be approved by the community service coordinator, before you begin. Failure to get approval can result in you redoing the hours, if the organization selected does not meet the requirement of the programme.
- Students are allowed to allot **1/3 of the hours** to the programme from **services done on the school compound**, but **ONLY** under the following conditions:
 - ❖ The hours **MUST** be done with a co-curricular group.
 - ❖ The activity/activities being undertaken by the co-curricular group **MUST** be approved by the co-curricular and community service coordinators and the principal.

It therefore means that students in grades **9-11** are only allowed to do **5** of the 15 hours at Ardenne, and grades **12 and 13** students are only allowed to do up to **7** hours at Ardenne. If you exceed the approved amount of hours you will not be credited for the extra.

- Students are **ONLY** allowed to do up to **1/3 of their total hours (5 hours for 9 -11 and 7 hours for 12 & 13) doing clerical tasks.**
- You are only allowed to do **1 TO 3 HOURS PER VISIT** at selected organizations. Any form that has more than 3 hours per visit will become invalid. (For further clarification you can speak to the community service coordinator.)
- Each student will be given **one (1) CSP** form at the beginning of the year. If a student misplaces or damages their form, they will be charged \$50 for a new one.
- **All forms must be THOROUGHLY completed by supervisors/faculty advisors before submission.** Students should not sign forms for themselves. Incomplete forms will not be processed.

Students who do activities that do not meet the requirements of the programme will be asked to do the hours over.

N.B A list of **suggested** places where community service hours can be done is on the library notice board and on the school's website www.ardennehighschool.edu.jm

Community Service Coordinator – Ms. A. Lobban
Email: alobban@ardennehighschool.edu.jm

PROCEDURE FOR SUBMITTING COMPLETED FORMS

1. Ensure that the form is thoroughly signed and stamped at the relevant places by the organization's representative.
2. Take the completed form to the library on the specific deadline date your class is given.
3. Hand over the form to the community service coordinator and wait for it to be checked.
4. If all is well, you will be given a receipt showing the amount of approved hours that you submitted.
5. **If you attempt to submit you form after the deadline date you are given, you will be asked to wait and submit the form on the late submission date each grade level will be given.**

CLASS DEADLINES DATES 2019-2010

13⁵ – March 2, 2020

13¹ & 13² – March 3, 2020

13³ & 13⁴ – March 4, 2020

11¹ & 11² – March 5, 2020

11³ & 11⁴ – March 9, 2020

11⁵ & 11⁶ – March 10, 2020

11⁷ & 11⁸ – March 11, 2020

12⁵ – March 12, 2020

12¹ & 12² – March 13, 2020

12³ & 12⁴ – March 16, 2020

9¹ & 9² – March 17, 2020

9³ & 9⁴ – March 18, 2020

9⁵ & 9⁶ – March 19, 2020

9⁷ & 9⁸ – March 20, 2020

10¹ & 10² – March 23, 2020

10³ & 10⁴ – March 24, 2020

10⁵ & 10⁶ – March 25, 2020

10⁷ & 10⁸ – March 26, 2020

Please note that the submission dates are subject to change based on changes on the school calendar throughout the year.