



A.H.S COMMUNITY SERVICE PROGRAMME

PROCEDURAL GUIDELINES FOR STUDENTS

Step 1 – Join the Community Service Google Classroom

- Join your grade level community service google classroom. An invitation link was sent to your Ardenne school email, from the community service coordinator.
- Before proceeding to engage in any community service activity ensure that you thoroughly read through the **community service policy** and the **procedural guidelines for students**. These documents will give you all the relevant information you will need to effectively complete the required community service hour
- *(N.B. - Only grades 9, 12 & new students need to join their respective community service google classrooms)*

Step 1 – Download and complete the Parent Consent Form and Registration Form.

- *(The registration form should only be completed by grades 9 and 12 students.)*

Step 2 – Select Organization

- Select an organization that you would like to assist with approved tasks as stipulated by the guidelines of the **Ministry of Education** and the **Community Service Policy**.
- Download and give the '**organization commitment form**' to the organization's representative to complete.
 - Where students are not able to connect with an organization or institution, they may mount an individual or **group social media campaign** (Facebook, YouTube & Instagram only) on topics as outlined in the Community Service Policy.

Step 3 – Submit Preliminary Documents (Section A Forms)

- **The Parent Consent Form** - This form should be signed by **all parents** giving permission to students to engage in community service activities, whether online or face-to-face.
- An **Organization Commitment Form** must be completed by the participating organization/individual and returned to the community service coordinator for the approval of activities. Where students chose to embark on social media campaigns, they should complete and submit a **Project Approval Form** instead.

- All forms are available on the school’s website and in the Community Service Google Classrooms. Forms should be downloaded, completed and submitted at the library. The deadline dates for the preliminary documents ([Registration Form](#), [Parent Consent Form](#), [Commitment Form](#) or [Project Approval Form](#)) are as follows:

- Grades 13 – **October 28, 2024**
- Grade 11 – **October 29, 2024**
- Grade 10 – **October 30, 2024**
- Grade 12 – **October 31, 2024**
- Grade 9 – **November 1, 2024**

All signed and completed documents should be submitted at the LIBRARY

Step 4 – Complete Community Service Tasks

- Once tasks are approved by the community service coordinator, students should proceed to completing them (*see Community Service Policy for a list of tasks that are accepted.*)
- The following documents should be downloaded and taken to the selected organizations to record the activities being done:
 - ✓ [The Task Card](#)
 - ✓ [The Student Time Card](#)
 - ✓ [The Qualitative Report](#)
- If a student engages in a social media campaign/activity, they will only need to complete a [Project Completion Record Form](#).

Step 5 – Submit Completed Section B Documents

- Completed documents should be submitted at the library on the specific deadline date given to each class.

The tentative deadlines are as follows:

- **Grade 13 – March 10 - 14, 2025**
 - ✓ 13¹ – March 10, 2025
 - ✓ 13² – March 11, 2025
 - ✓ 13³ – March 12, 2025
 - ✓ 13⁴ – March 13, 2025
 - ✓ 13⁵ – March 14, 2025
- **Grade 11 – March 18 - 25, 2025**
 - ✓ 11¹ – March 18, 2025
 - ✓ 11² – March 19, 2025
 - ✓ 11³ – March 20, 2025
 - ✓ 11⁴ – March 21, 2025
 - ✓ 11⁵ – March 25, 2025
 - ✓ 11⁶ – March 26, 2025
 - ✓ 11⁷ – March 27, 2025
 - ✓ 11⁸ – March 28, 2025
- **Grade 12 – April 7 – 11, 2025**

- ✓ 12¹ – April 7, 2025
- ✓ 12² – April 8, 2025
- ✓ 12³ – April 9, 2025
- ✓ 12⁴ – April 10, 2025
- ✓ 12⁵ – April 11, 2025

○ Grades 9 & 10 – **May 5 – June 6, 2025**

- ✓ 9¹ – May 5, 2025
- ✓ 9² – May 6, 2025
- ✓ 9³ – May 12, 2025
- ✓ 9⁴ – May 13, 2025
- ✓ 9⁵ – May 16, 2025
- ✓ 9⁶ – May 19, 2025
- ✓ 9⁷ – May 20, 2025
- ✓ 9⁸ – May 21, 2025
- ✓ 10¹ – May 27, 2025
- ✓ 10² – May 28, 2025
- ✓ 10³ – May 29, 2025
- ✓ 10⁴ – May 30, 2025
- ✓ 10⁵ – June 3, 2025
- ✓ 10⁶ – June 4, 2025
- ✓ 10⁷ – June 5, 2025
- ✓ 10⁸ – June 6, 2025

- Once forms are checked, verified and marked as successfully meeting the requirements of the programme, a **receipt** will be given to the students.
- For grades 11 & 13 students who meet the valedictory service requirement, a **certificate of completion** will also be given to those students.

IMPORTANT

- The community service programme for the last academic year (**2023-2024**) is closed. In cases where students have outstanding hours for the previous year/s, they will be required to complete and submit those hours with this year's total hours.
 - ✓ Students who have outstanding documents that are already completed are asked to submit them with their documents for this academic year.
- If a student visits more than organization to perform service tasks, then separate forms **MUST** be completed for each organization.
- Where an organization does not have a stamp, a **letter of existence**, certified by a **justice of the peace** must accompany the commitment form.
- Students should inform the organizations/individuals that they are working with about the task duration rule, as outlined in the community service policy:
 - ✓ Grades 9, 10 & 11 students – to do a minimum of **1** hour and a maximum of **3** hours per task.
 - ✓ Grades 12 & 13 students – to do a minimum of **1** hour and a maximum of **4** hours per task.

See [Community Service Policy](#) for detailed explanation.