

Note: 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. Participation in the Y.E.S. Program is voluntary. Students may not be paid for any service they perform in order to obtain Y.E.S. hours.

1. **Must be a not-for-profit agency.** Remember 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 considered community service. 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 foregoes **ALL** profits to a charity.
2. Service hours from learning centers and universities will not be accepted unless they are officially a **501c3** agency.
3. **The required hours for recognition are 100.** You may complete any number of required hours in a single year. However, keep in mind that only **25 total summer hours** can be credited to your required 100 hours. You may also only receive a total of 25 **in school and 25 monetary hours.**
4. **You may not receive more than 6 hours for any 24-hour period.** If you work multiple days, weeks, months on a particular project, provide a log (monthly) of the dates and hours worked and attach it to your YES form.
5. Hours completed at school during the closing and opening phases of the year will count as regular hours, and not summer hours. Acceptable examples include: helping teachers during the day following the last day of school, help with freshman orientation, helping teachers set up their classrooms before the start of the school year, and helping with textbooks before the beginning of the school year.
6. Under no circumstances will credit for community service be given for assisting with any for-profit activity. However, 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 a 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.
7. Babysitting is only an acceptable YES activity in the following cases and **upon approval of the YES sponsor:** for families with special needs children, in medical emergencies, or to enable parents or teachers to attend a school related function (e.g. school play, open house). Babysitting for family members does not count.
8. Prior to tutoring, the student tutor must gain the approval of the teacher in the school in which the student being tutored is enrolled. NOTE: If tutoring takes place over the summer months and the student cannot reach the YES Sponsor, determination of acceptability is at the discretion of the sponsor. (Cannot tutor a student in a subject you are currently enrolled.)
9. Volunteering at a hospital, nursing home or assisted living homes is acceptable with documentation from the hospital's, nursing home's or assisted living home's volunteer program; however, working at a doctor's office is not, unless the doctor is donating his time to a free clinic.  
Working with your youth group at a food pantry or shelter, building a Habitat house, helping with Special Olympics, or delivering Meals on Wheels are forms of acceptable service. Working at a religious or cultural carnival is acceptable, provided that all the money is donated to charity and **not back to the organization sponsoring the event.** Teaching religious school, being a teacher-aide in religious school, setting up the musical system for services, setting up for religious programs, **Vacation Bible School and cleaning the facility after services are NOT acceptable examples of service.** If you have questions, please get approval prior to participation.
10. If you perform community service hours as a prerequisite for receiving a particular award, you may not receive any YES hours for the same activities. For example: you may not use the same service hours for both NHS and YES. If any hours are required by another organization (scouts, NHS, Student Council, church, temple, mosque, school group, etc.), they do not qualify as YES hours. We do not accept overages from other organizations!(such as : NHS, Spanish Club, French Club, Mu Alpha Theta, etc...)
11. If your community service is performance-oriented, you may only count the performance, not the practices.
12. If you volunteer during the school year as a student helper during study hall or as an office aide, you may only count 25 hours total toward the required 100 hours. You must seek prior approval before completing these hours.
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.
14. **Students, parents of the student, youth ministers, sponsors, etc., may not sign as representatives for an organization.**
15. Charity walks/runs: if you participate and complete the event, count 1 hour for every \$10.00 raised up to 5 hours. Donations must be documented and signed by an event representative. Working at the event counts as regular hours.
16. Collections (food, toiletries, etc.): **every \$10.00=1 hour, up to 6 hours per collection.** **The student must bring in the items and the original receipt.** Look for drop off instructions for each event. It must be a YES approved drive. **A maximum of 25 hours** of this type can be accumulated for the course of the program.
17. Political campaigns: working for a particular candidate will **not** count for YES 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 YES hours.
18. Blood drives: 1 donation = 1 hour

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It is the responsibility of the student to correctly complete all YES forms, to submit them in a timely fashion, and to consult the sponsor if he/she has any questions. **Forms submitted beyond 6 months from the date of service will not be accepted.** **Seniors must submit all YES forms by April 1 of their graduation year.** All service hours are subject to the YES sponsor's approval. Turn in summer hours, in a folder, at the YES table at the beginning of the next school year. **Do not turn in forms at the front office.**