

## ***YES GUIDELINES – revised August 7, 2024***

The YES Program began at Clements High School in 1996. The purpose of the program was to foster a lifelong commitment to volunteering as well as to reward those students who truly wanted to make a difference in their community. The guidelines followed by Travis High School have been taken from the original and have not been altered since that time. This revision of the guideline wording here is not to change the guidelines, but to clarify them. Participation in the YES program at Travis High School is **VOLUNTARY**. Most honor societies as well as many other organizations at THS require some type of community service hours; however, none of those organizations REQUIRE that students earn hours for or participate in the YES program. Students may not be paid in any way for their service; all service MUST be for a registered non-profit agency; and padding or inflating hours is not acceptable and is grounds for automatic dismissal from the program. In order to receive YES hours for service:

1. ONLY volunteer with a registered **non-profit** organization. The organization's website should detail that information. It is up to the student to confirm non-profit status and to provide such information if requested, but eligibility of the organization is at the determination of the YES sponsor. You may not volunteer at a "for profit" business, clinic, or event. If the organization charges for its services, it will not count for YES. Exception: if the organization holds an event and ALL profits are donated to designated charities, (i.e., a hospital sponsors a charity fun run; Skeeters' sponsors a community event but donates all monies raised), YES requirements will be satisfied. Students may not be PAID for participation in any way. Please note that although all schools are likely non-profit, other YES rules still apply.
2. You may ONLY earn **6 hours** per day no matter how many hours you are actually performing the service. If you work multiple days, attach a SIGNED (by an adult organization representative) log to your YES form.
3. Hours must be turned in on the YES form and, if applicable, must include the printout from the event (fun runs, food pantry, lunches of love, etc.) It is the student's responsibility to ensure that all blanks are filled in and that all information is legible. Fill out applicable blanks before you volunteer and ASK for contact information if not provided.
4. Students have **6 months** to submit hours. After 6 months, hours will no longer be accepted. As stated in the contract, seniors must have all hours turned in and accepted by **April 1 of their senior year**. No late hours will be acknowledged and "I didn't know" is not an acceptable excuse.
5. Neither **Church hours nor Religious Center** hours will count towards YES. The only exceptions would be if your church or religious group are going out into the community to participate in an EVENT, such as delivering meals, manning a food pantry, helping with Special Olympics, etc. Religious or cultural carnivals **DO NOT** count towards YES hours unless ALL proceeds from those events are being donated to an outside registered non-profit group. Teaching religious school, teacher's aide, helping to monitor students during events at a religious center or church, Sunday school, office work or clean up at the religious center/church, music, VBS, preparing for a religious leader's visit, etc. are not acceptable examples of service. If you have a question about what may or may not count, ask the YES sponsor or YES table representative prior to

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volunteering. Volunteering for your faith is important and valuable, but if this guideline is not acceptable, the YES program may not be for you.

6. If your student organization or team **requires or benefits** in any way from your service, it will not count for YES. If you are a member of a sports team and volunteer for concessions, your organization is already receiving credit so it will not count for YES. If your organization is doing an off-campus (or on-campus) fundraiser, those hours will not count for YES. You may not double-dip – hours completed for NHS or an Academy, for example, will also not count for YES.
7. Babysitting/watching over children will not count for YES.
8. Volunteering at a hospital, clinic, nursing home or assisting living facility is acceptable if you provide documentation of their volunteer program demonstrating that you are an eligible volunteer AND you provide a signed (by an authorized adult representative from the facility) official log of your service.
9. Tutoring/teaching a skill MUST be approved in advance. All tutoring must be part of a structured program and you must have a teacher signature showing you are qualified to be a tutor.
10. You may not tutor family or friends. If tutoring is a requirement for any other school or religious organization, it will **NOT** count for YES. Volunteering at a learning center or university must be approved in advance and it must be a non-profit.
11. Hours completed at school during the **opening and closing phases of school** will be counted as regular hours not school or summer hours. Acceptable hours are helping teachers set up classrooms before the start of the year, helping pack up classrooms at the day after school closes, or helping with textbooks. Additionally, you may assist teachers at Travis or other schools during the year for school hours (set up labs for example); however, grading papers WILL NOT COUNT, nor will manning tables at Open House or similar events if you are a representative for your own organization. Expect that these hours will be verified, and that the teacher will be contacted. Do not inflate.
12. Volunteering at a **clinic or doctor's office** is not acceptable UNLESS that doctor is donating services, or it is a FREE clinic. You may not be paid in any way for your service.
13. If you perform community service as a **prerequisite** for receiving any award or recognition, you may not receive YES hours for the same hours. For example, hours that you count for NHS may not also be counted for YES. Hours towards Girl Scout awards, Eagle Scout awards, or Senior studies projects cannot count for YES. If hours are required by another organization - FFA, ROTC, Orchestra, Band, AVID, GSA, IBMA, church, temple, mosque, athletics, school group, etc. – even if that group is not specifically mentioned here – they do not count for YES.

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14. Community service that is performance-oriented MAY count at the discretion of the YES representatives, but neither the practices nor the travel time will count.
15. **Charity Walks/Runs** will count as regular hours if you participate or work at the event, except for travel time and/or time spent soliciting donations
16. **Donations/Collections** (Shared Dreams, Toy Drive, etc.) The drive **MUST** be approved by YES – donating items for a garage sale or similar event where you are donating gently used items does not count. Time spent soliciting donations does not count. You must attach the original receipt to the YES form for all donations.  
\$10 = one hour – up to 6 hours. Maximum 25 hours for all four years.
17. **Aluminum Can pulls** may be donated for Ronald McDonald House.  
One FULL to the brim snack-sized baggie = ONE hour – maximum of 25 hours for all four years.
18. **Political campaigns**: working for a particular candidate will not count but working in a general “get out the vote” effort that does not promote one candidate or one party over the other **MAY** count.
19. **Community library or museum** volunteer hours – shelving books, manning the desk, leading tour groups are acceptable. If you are a regular volunteer, keep a weekly or monthly log rather than turning in a sheet for every day. However, the log **MUST** be signed by a qualified adult representative.
20. **Blood drives** will count - ONE donation = ONE hour. You must provide documentation and be eligible to donate.
21. The number of **required hours for recognition is 100 or more** – not 99, 98, etc. You may complete as many hours as you can in a single year with no minimum and no maximum. You do not need to have monetary hours or school hours, but you need to note that each of those categories is limited to 25 total hours.

Dismissal from the YES program is rare, but if you pad or inflate your hours, you will be automatically dropped from the program. Please don't assume that we won't ever know or won't find out. The decisions of the YES committee are final. We are happy to answer questions or explain reasoning for students or parents, but rudeness or abuse will not be tolerated.