



Y.E.S.
(Youth Expanding Services)
Hightower High School
Program Guidelines



The purpose of the program is to recognize students who have contributed time during their high school career to their community in terms of volunteer service hours. Participation in the Y.E.S. Program is voluntary.

Hightower High School has updated the Y.E.S. program forms and added the information to the HHS website under the counselors' section. All necessary forms and information can be accessed there. Students will have the ability to check their total hours on the site as well.

Students, or an organization to which they belong (sports team, band, NHS, boy scouts, etc.), may not receive compensation as a result of any service performed in order to obtain Y.E.S. hours.

It is the responsibility of the student to correctly complete all Y.E.S. forms, submit them in a timely fashion, and to consult the school sponsor if he or she has any questions. Forms submitted beyond 6 months from the date of service will not be accepted. Seniors must submit all Y.E.S. forms by March 31st of their graduation year.

If in question, evidence of the organization's non-profit (501c3) status must be attached to each Y.E.S. service hours form. If the agency worked for is listed as an HHS participating Y.E.S. program 501c3, there is no need to attach any evidence. If they are not listed, the student must provide documentation when submitting the service form. Generally, attaching a screen shot of the agency's website indicating their non-profit status will suffice. If that is not available, the student must attach some other form of verification to the form.

All hours are subject to random verification as well as the Y.E.S. sponsor's approval. Falsification of any service hours will result in permanent dismissal from the Y.E.S. program. Questions regarding Y.E.S. should be directed to the student's counselor.

Please review the Y.E.S. Guidelines for all rules concerning what is and is not acceptable prior to submitting hours for consideration

1. **Students will need to perform 100 hours of service prior to March 31st of their senior year in order to receive a Y.E.S. medal at Senior Awards Night. No more than 6 hours per day and no more than 25 total summer hours can be credited to the required 100 hours.** Hours completed at school during the closing and opening phases of the year will count as regular school hours, and not summer hours. For example, helping teachers during the days following the last day of school, helping 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 would all count as regular hours and not be subject to the 25 hour summer limit category.

2. Must be for a non-profit (501c3) agency.

Please verify the nonprofit status with the organization before volunteering.

Acceptable: Working at a business-sponsored event at a for-profit business where the money is donated to a charitable organization is considered community service and would be acceptable. For example, 104 KRBE sponsors Earth Day and donates the money to programs that help clean up the environment. While KRBE is a for-profit business, the proceeds from this specific event are donated to charity.

Not Acceptable: Volunteering at a for-profit business at a non-profit event UNLESS that for-profit business donates a portion of the profits to charity. For example, you volunteer to help work the booth for XYZ Pancake Company at a community fair. While the event itself is for a non-profit, XYZ Pancake Company is there as a vendor selling pancakes as a part of their business.

3. No double-dipping

If you perform community service hours as a prerequisite for receiving a particular award or membership in a certain organization, you may not receive any Y.E.S. hours for the same activities. For example, you may not use the same service hours for both NHS and Y.E.S. If any hours are required by another organization (scouts, NHS, Student Council, place of worship, school group, etc.), they do not qualify as Y.E.S. hours. Hours beyond those required by the organization do count.

4. You may not receive credit for more than 6 hours for any 24-hour period.

5. Travel time: Hours may only be counted from the beginning of service to the end of service. Travel time to and from service does not count.

6. Tutoring: Must be a structured program (schools, community centers etc.), not family or friends.

7. Political campaigns: Working for a particular candidate will NOT count for Y.E.S. hours, but working in a general "get out the vote" effort that doesn't promote one candidate or political party over the other will.

8. Performance-oriented: If your community service is performance-oriented, you may only count the performance, not the practices. Set-up and tear down time immediately before and after the performance may also be counted.

9. Hospitals/Doctors: Volunteering at a hospital is acceptable with documentation from the hospital's volunteer program; however, working at a doctor's office is not, unless the doctor is donating his time to a free clinic.

10. Community service activities through your religious affiliation:

Acceptable: Working with your youth group at a food pantry or shelter, building a Habitat house, helping with Special Olympics, and delivering Meals on Wheels are forms of acceptable service. Working at a religious or cultural carnival is acceptable, provided that the money is donated to charity and not back to the organization sponsoring the event.

Not Acceptable: Any service that solely benefits a religious affiliation, such as 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.

11. **Charity walks/runs:** hours participating in or working at the event count. Time soliciting donations does not count.
12. **Blood drives:** 1 donation = 1 hour
13. **Forms must be submitted within 6 months of date of service.**

Note: any question as to whether or not certain hours are acceptable is determined by the school and not by the volunteers, parents or organizations providing opportunity.

F.A.Q.s

1. How do I join the Y.E.S. program?

Visit the HHS website under the counselors' page to review and print the program overview, guidelines and contract. Turn the completed contract in to the counselors' office.

2. What happens if I turn in more than 100 hours?

The Y.E.S. parent volunteers enter all the acceptable hours that you turn in. If you exceed 100, we still keep a record and you will be able to access the list of hours to use for college applications, scholarships, etc.

3. Where do I find volunteer opportunities?

Self-motivation and self-reliance are two important parts of the Y.E.S program. It is up to you to find volunteer opportunities that meet the program criteria and to make your own arrangements to work for the organization. We do not schedule you, nor communicate with the agency on your behalf.

However, we may post opportunities we become aware of on the website and on the Y.E.S. board (located in the upstairs hallway between the X hall and the Y hall). You can also check www.volunteerfortbend.org and www.volunteermatch.org for additional possibilities.

4. After I volunteer, what do I do?

Before you volunteer, print off a Y.E.S. form or get a copy from the counselors' office and take it with you. At the end of your shift, have the person in charge complete and sign the form. Your signature as well as your parent/guardian's is also required. If you have worked multiple days for the same organization, create a log with your days and hours, have the representative sign it, and attach it to the Y.E.S. form.

5. Where do I turn in my service (hours) form?

Turn in a copy of the completed service form to the counselors' office. Students may not sign as representatives for an organization. If you work multiple days, weeks, or months on a particular project, provide a log of the dates and hours worked and attach it to your Y.E.S. form. *Always make a copy of all Y.E.S. forms for your records before turning them in.*

6. Why do we only get 25 total summer hours?

While it is easier to get your volunteer hours during the summer months, we want to challenge you to include volunteering in your schedule year round. The goal of the program is to make you a lifelong volunteer, balancing volunteering with your daily activities.

7. What does 'total summer hours' mean?

Whether you join Y.E.S. as a freshman and have 4 summers until your senior year or as a junior with only one summer, the 25 hour limit is the maximum allowed for all summers combined. Hours performed during *all* of your high school summers will be *totaled*. If that total number exceeds 25 hours, credit will only be given for 25 of them.

8. So, does that mean I can't earn 25 hours each summer that I am in the program?

Correct. It means that from the date you sign up for the Y.E.S. program until March 31st of your senior year, no more than 25 of the 100 required hours may be performed during all of your high school *summers combined*. In other words, 75 of the hours must be earned during the school year.

9. Am I limited to a certain number of hours per calendar year?

No, you are not. However, the 25 total summer hours and 6-hour limit in a 24-hour period do still apply.

10. Can I help at other schools?

Yes, so long as it is for that school's benefit (school carnival, assembling first day packets, etc.) and not to benefit an organization to which you belong (football player selling RPHS merchandise at another school's event when the profit from the sales goes to HHS). Keep in mind that the school must still meet the non-profit requirement.

11. Can hours I submit for other organizations to which I belong (NHS, PALS, Girl Scouts, etc) also be turned in as Y.E.S. hours?

No, that is considered double dipping

12. Can I submit hours worked when I am participating to fulfill a class requirement (art event, band competition, etc.)?

No, that is also considered double dipping

13. Can I count hours worked selling merchandise or concessions at a Hightower event so long as I am not a member of that event/sport/team/club?

If you are an athlete at HHS and work concessions or merchandise at any sporting event, then your sport is credited financially for the time you work – so no, those hours are not acceptable. However, students that are not athletes that work at a sporting event may count those hours. Likewise, an athlete assisting at a theater presentation may count those hours since they do not benefit the HHS Athletic program – so as long as the athlete is not also a member of the program they are assisting (in this case, theater).

14. Does babysitting count, even if I am not paid?

No, babysitting is not acceptable for service hours.

15. How do I know how many hours I have accrued?

Visit the website or check with your counselor.

16. When can I join and begin counting hours?

You may join anytime during your high school career, however hours cannot begin to be counted until you have submitted your signed Y.E.S. contract.

Exception for incoming freshman: you may begin counting hours the first day of summer following completion of 8th grade – however, in order for those hours to count; the signed contract must be turned in during the first 9 weeks of your freshman fall semester.

17. How long do I have to turn in hours?

Within 6 months from date of service, or by March 31st of your senior year – whichever is soonest.

18. I belong to a service club, such as Habitat for Humanity, can I count those hours?

It depends. Any hours you are required to serve as a part of your membership cannot also be counted for Y.E.S. Hours in excess of that would count so long as they meet the other Y.E.S. program requirements. Again, travel time and double-dipping are not acceptable