



**Y.E.S.**  
(Youth Expanding Services)



## Ridge Point 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. ***This program promotes volunteerism more than philanthropy.*** In hopes for a student to be well-rounded by helping their community along with managing school and other activities. Students may not be paid for any services performed in order to obtain Y.E.S. hours. This means taking the time to volunteer with a **Non-Profit** organization.

**Students will need to perform 100 hours of service prior to March 31<sup>st</sup> of their senior year, in order to receive a Y.E.S. medal at graduation.** (Electronic submission only)

**100 Y.E.S. hours requirement = Summer Hours:** No more than 25 total hours will be credited towards the 100 hours. **School Year Hours:** 75 total hours. (25 summer + 75 school year= 100 total.)

Participation in the Y.E.S. Program is voluntary.

You **MUST** have a signed contract turned in to Mrs. Chacon in the Counselor Suite (A140) before you register for your x2VOL account in Naviance. Membership Verification will not be approved in x2VOL till the contract has been turned in. Questions can be emailed to [Megan.Chacon@fortbendis.com](mailto:Megan.Chacon@fortbendis.com)

1. **X2VOL**: We use x2VOL platform to track service hours since we are paperless. Please refer to the Naviance handout showing how to link Naviance to x2VOL along with logging hours. This program is free to the students who are in the Y.E.S. program. However, students that do not complete the required 100 hours will be asked to pay the \$12 service fee for use of the program.

2. **Hours Logged**: Hours submitted must be verified and approved before they are counted. Please make sure the contact name, phone number, and email for the organization you performed service hours for are correct before submitting entry. This is an important step, this is how your hours will be verified as fulfilled! Hours submitted beyond 6 months from the date of service will not be accepted and will be denied. It is the responsibility of the student to keep track of their service hours and enter them in a timely manner. Unverified and unattended hours are subject to denial. Seniors must submit all Y.E.S. hours by March 31<sup>st</sup> of their graduating year.

3. **Summer vs. School Year Hours**: Hours completed at school during the closing and opening phases of the year will count as regular School Hours, Not Summer Hours. **Acceptable examples include:** Helping teachers during the days following the last days of school- help with freshman orientation, helping teachers set up their class rooms before the start of the school year, and helping with textbooks before the start of the school year. These are just a few examples of the types of hours that will not be counted as Summer Hours and cannot to be entered into x2VOL as School Hours.

**\* You cannot earn/enter Service Hours during School Hours! Any such hours entered into x2VOL during school hours while on campus will be denied.**

4. **Double Dipping:** If you perform community service hours as a prerequisite for receiving a particular award, membership in a certain organization, or claim service hours for Key Club. 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., Key Club and YES. Or if you are earning a badge in BOA or Girl Scouts, you cannot use those hours towards Y.E.S. hours. If any hours are required by another organization (**Key Club, YIP, Student of The Year, Boy/Girl Scouts, NHS, Student Council, another volunteer based group, etc.**), they do not qualify as Y.E.S. hours

5. **Non-Profit 501(c)3 Organization, No Exceptions:** Under no circumstance will credit be given for assisting with any for-profit activity. It is the student's responsibility to ensure the non-profit status of the organization BEFORE volunteering.

6. **You may not receive credit for more than 8 hours for any 24-hour period.** If you have an "On-going Project" please start an official log, show the dates with total hours on that day. Then upload proof when hours are logged in x2VOL. An uploaded picture if fine.

7. **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. Time starts when you physically start volunteering.

8. **Tutoring:** Must be a structured program, by a school or community center, not on your own with family/friends. The Teacher you did the tutoring for can verify your hours for you.

9. **Political Campaigns:** **Working for a particular candidate will NOT count for Y.E.S. hours.** Working in a general "Get Out and Vote" effort that doesn't promote one candidate or political party over the other, will count for Y.E.S service hours. Proof will need to be shown for these types of hours, Mrs. Chacon will contact for verification.

10. **Hospitals, Doctors, & Medical Buildings:** Service hours will not be accepted for a private Doctors Office or a private Animal Hospitals/Clinic/ER. Students can however, use service hours for Caring Teen Volunteer Programs at Hospitals, Nursing Homes, or Animal Shelters/Rescues. The information is usually found on the organization's website, forms will need to be filled out with the organization, usually needs a parent's approval.

11. **Community Service Activities through 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. These are just examples. Working at a religious or cultural carnival is acceptable, if 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, performances, setting up for religious programs, vacation bible school and cleaning the facility after services are NOT acceptable examples of service hours.

12. **Charity Walks/Runs:** Hours participating in or working at the event count. Time soliciting donations does not count.

13. **Students of The Year:** Leukemia and Lymphoma Society- Hours participating in or working at the event count. Time soliciting donations does not count.

**PLEASE REMEMBER:**

**Students who do not complete the required hours by their senior year will be charged a \$12 service fee.**

The use of the x2VOL program via Naviance to log student's hours is paid for by RPHS for all students with a signed Y.E.S. contract. However, failure to complete the required hours by your senior year will result in a \$12 fine that can be paid through graduation fines and fees.

***PARENTS of Y.E.S. Students: Parents, friends, or neighbors cannot approve your hours in x2VOL. Please do not list a parent, friend, or neighbor under the Contact spot in x2VOL. Hours will be denied immediately and re-submission will not be allowed. If a parent runs a Non-Profit, they cannot approve their student's hours in x2VOL.***

***Falsification of any service hours will result in permanent dismissal from the Y.E.S program.***

All hours are subject to verification by the Y.E.S. coordinator.