



## **Y.E.S. (Youth Expanding Services) Almeta Crawford Highschool 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. Parents, please support your students to get up and get out. Students may not be paid for any services performed to obtain Y.E.S. hours.
- This means taking the time to volunteer with a Non-Profit 501c3 Organization. They must be registered with the IRS, <https://apps.irs.gov/app/eos/>
- 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 graduation. (Electronic submission only)
- If you would like to volunteer during the summer, no more than 25 summer hours can be applied towards the total.
- Participation in the Y.E.S. Program is voluntary.

1. **SchoolLinks Experience Tracking:** Please use the steps below for submitting and tracking your hours in SchoolLinks. Questions can be emailed to [kareshia.smith@fortbendisd.gov](mailto:kareshia.smith@fortbendisd.gov)
  1. Log in to 1Link, then Clever, then SchoolLinks
  2. On the left-hand side click the SCHOOL tab then Experience Tracking
  3. Click on add entry. Special Note: Please make sure the submission aligns with the guidelines of the Y.E.S. program found below.
  4. Upload your verification document or proof of volunteering. This is required for the hours to be approved.
  5. Click save to submit your hours.
2. **Hours Logged:** Hours submitted must be verified and approved before they are counted. Please make sure the contact's 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 31st of their graduating year.
3. **Summer vs. School Year Hours:** Summer hours will start the day after the last day of school and will end the day before school starts. \*Hours completed at school during the opening and closing phases of the year will count as regular school hours. Not summer. Acceptable examples include Helping teachers during the days following the last days 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 start of the school year. \*

**Not Acceptable:** Service Hours during School Hours (7:30 am - 2:45 pm)! Any such hours entered into SchoolLinks Experience Tracking during school hours while on campus will be denied. Please note beginning August 15, 2018 - No more than 25 total hours can be earned for school events.

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, ALL NHS, DoSomething, Red Cross Club, Student Council, any other volunteer-based group, or groups where you earn/win scholarships or awards, such as LLS- Student of The Year. Attending a conference/seminar for your education is NOT volunteering. ☹ Read this again), 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. **8 hours/24hours:** You may not receive credit for more than 8 hours for any 24-hour period. If you have an "Ongoing Project" please start an official log, show the dates with total hours on that day. Then upload proof when hours are logged in SchoolLinks Experience Tracking. An uploaded picture is fine if you do not have a scanner.
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 to when you stop volunteering. EX. ACHS Football games, helping with blow up float, flag running, or helping with band. You cannot count travel time and time you spend watching the game. These rules apply for ANY performance-based volunteering.
8. **Tutoring:** Must be a structured program, by a school or community center, not on your own with family/friends or learning center. The teacher you tutored with 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.
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 volunteering at the event count.
13. **Virtual volunteering:** needs to be approved by Mrs. Ermanous. Please see her in room E102 or email her [dina.ermanous@fortbendisd.com](mailto:dina.ermanous@fortbendisd.com)
14. **Babysitting:** Babysitting does not count as YES service hours. Please do not submit these.
15. **Lunches of Love:** When claiming hours with LOL, 50 decorated bags will earn you 3 hours. This has been the long-standing agreement LOL has with YES. Please follow this requirement.
16. **Blood drives:** 1 donation= 1 hour.
17. **Donating Items for hours:** In general, donated items will not count towards YES hours.

**PARENTS of Y.E.S. Students:** Parents, friends, or neighbors cannot verify your hours in SchoolLinks Experience Tracking. Please do not list a parent, friend, or neighbor under the Contact spot on your verification document. 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.

**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.