

COMMUNITY SERVICE FAQ'S

1. GRADUATION REQUIREMENT

- a. 20 HOURS OF COMMUNITY SERVICE MUST BE COMPLETED BY GRADUATION.
 - i. EXCEPTION: STUDENTS TRANSFERRING TO THE HIGH SCHOOL AFTER FRESHMAN YEAR.
 - 1. COMMUNITY SERVICE HOURS WILL BE PRORATED BY GRADE LEVEL. EX. GRADE 10 TRANSFERS WILL NEED 15 TOTAL HOURS, ECT

2. NATIONAL HONOR SOCIETY REQUIREMENT

- a. 20 HOURS OF COMMUNITY SERVICE MUST BE COMPLETED AND DOCUMENTED WITH THE MAIN OFFICE PRIOR TO BEING ELIGIBLE TO APPLY TO THE NATIONAL HONOR SOCIETY.
- b. NHS MEMBERS MUST COMPLETE 5 ADDITIONAL HOURS OF COMMUNITY SERVICE FOR EACH YEAR THEY ARE A MEMBER.

3. COMPLETED COMMUNITY SERVICE HOURS

- a. OBTAIN AND COMPLETE COMMUNITY SERVICE FORM WHICH IS AVAILABLE IN THE MAIN OFFICE OR ON THE HIGH SCHOOL WEBSITE: SOMERSETBERKLEY.ORG
- b. ENTER HOURS IN ASPEN
 - i. WHEN ENTERING HOURS COMPLETED FOR THE SAME ESTABLISHMENT/ SUPERVISOR IN ASPEN YOU MAY ENTER THEM ONCE WITH THE START DATE AND END DATE FOLLOWED BY THE TOTAL HOURS.

COMMUNITY SERVICE FORM EXAMPLE:

10/01/2021	PET SHELTER	E. JONES	1 HOUR
10/07/2021	PET SHELTER	E. JONES	2 HOUR
10/08/2021	PET SHELTER	E. JONES	1 HOUR

TOTAL HOURS = 4 HOURS

ASPEN ENTRY EXAMPLE:

10/01/2021 - 10/08/2021 PET SHELTER E. JONES TOTAL 4 HOURS

- c. SEND FORM TO MS. SMITH VIA EMAIL (SMITHM@SBREGIONAL.ORG) OR DROP FORM OFF TO THE MAIN OFFICE.
- d. COMMUNITY SERVICE HOURS CANNOT BE VERIFIED AND POSTED TO YOUR ASPEN ACCOUNT UNTIL YOUR COMMUNITY SERVICE FORM HAS BEEN SUBMITTED TO THE MAIN OFFICE AS WELL AS YOUR HOURS ENTERED IN ASPEN.
- e. UPON YOUR HOURS ENTERED IN ASPEN AND RECEIPT OF YOUR FORM IN THE MAIN OFFICE, YOUR INFORMATION WILL BE REVIEWED AND POSTED TO YOUR ASPEN ACCOUNT.
- f. ONCE YOUR INFORMATION HAS BEEN RECORDED TO ASPEN, YOU WILL RECEIVE A FINAL EMAIL WITH THE TOTAL HOURS TO DATE RECORDED TO YOUR ACCOUNT.