

**COMMUNITY SERVICE AWARD PROGRAM GUIDELINES
SOLON MIDDLE SCHOOL 2023 – 2024**

The Solon Middle School PTA is happy to recognize those students who make a difference in their local and broader communities. To be considered for the SMS Community Service Award Program, the student should volunteer services in one or more of the following arenas:

- Provides help/assistance **to an individual** without payment in services/goods/money (e.g. Performed yard work for elderly or handicapped person, read to nursing home resident). The recipient is not a family member.
- Volunteers **through a structured School or PTA service project**, beyond class requirements, and not for a grade (e.g. SMS Office Helper for specific projects, CIC Peer Model, Concession Stand Sales with an adult, Comet Card Sales, Peer Tutoring, Budget Bin, Elementary Classroom Support).
- Serves **the broader community, with neighborhood, town, state, country, or world impact, including Solon-based events, non-profit groups and religious organizations**, to support a service mission or community organization (e.g. Safety Town volunteer, Weekend with Habitat for Humanity, Community Service with Scouts, volunteer at Synagogue/Church).

Awards will be earned based on the following criteria:

1. Student participates in service projects or activities and records volunteer time on the tally sheets. Please use 2023-24 Community Service Log only (available on the school website & in the SMS office). Any altered hours will need to be approved by the Committee & PTA President. Hours will be tallied & verified.
2. Student obtains the adult supervisor signature on the tally sheet for each service project or activity. The supervisor is an adult EXCLUDING a parent/relative.
3. Student works without pay, grade or any other type of remuneration for the service hours.
4. Student service is performed between May 1, 2023 and April 30, 2024. Please note that in order to earn credit for summer volunteer hours, students must retroactively complete the tally sheet and obtain the proper signatures.
5. **Student's 2023-24 Community Service Log is fully completed and submitted to the Solon Middle School Office no later than Wednesday, May 1, 2024 at 3:30 pm.**

Not included: Time spent in practice, rehearsal, training, or commuting; time that received any form of compensation; time that benefitted a family member.

Community Service Award Levels of Achievement:

Bronze Award: **25-49 hours** of Community Service

Silver Award: **50-99 hours** of Community Service

Gold Award: **100+ hours** of Community Service

The Solon Middle School PTA Community Service Committee will review and verify the forms. The awards will be announced at the Awards Assembly in late May.

Please note:

Please keep a copy of your Service Log, as once submitted, forms will not be returned to you. Signature of the student and parent on the Service Log will be accepted as your acknowledgement of the guidelines listed above. If there is any issue with your Service Log, you will receive an email for clarification. Falsification of hours, signatures, etc. will result in **disqualification** from any recognition.

If you have any questions, please email Lisa Friedlander at LisaJFriedlander@gmail.com.

Thank you!