



FAITHFULNESS IN SERVICE

**BISHOP DRUITT COLLEGE**

COFFS HARBOUR

# COMMUNITY SERVICE GUIDELINES

For students in Years 10 - 12

## BISHOP DRUITT COLLEGE COMMUNITY SERVICE

Community service provides opportunities for young people to develop the values, skills and understandings needed to contribute to civic wellbeing. It will enable students to address many of the core, shared values outlined in the [college's vision and values document](#).

Community service is defined as:

*Activities undertaken for the benefit of individuals and/or community for no financial reward.*

Such activities may be school-orientated, providing a service in an area of need within the school environment; or community-orientated, providing a service in an area of need within the broader community. Schools may provide opportunities for students to reflect on their service experiences to enhance learning and increase the benefits for young people undertaking community service.

The community service may be initiated by the parent and student or the school.

The service may be provided:

- in or out of school time
- individually or collaboratively
- through one or multiple activities
- as part of the school curriculum or extracurricular activities
- over one or more years
- directly or indirectly.

Direct activities are those involving personal contact with the person being served, such as mentoring a new student on transition day or singing in a choir at an aged-care facility.

Indirect activities are those that do not involve personal contact with the person being served, such as organising a fundraising event or growing vegetables to supplement a soup kitchen.

## RECORDING HOURS

Students should keep a record of their service activities and number of hours completed in the logbook they receive each year. The total number of community service hours completed over Years 10, 11 and 12 will be recorded and students will receive recognition at Presentation Day. The service record includes:

- date the service was undertaken
- service activity and organisation (if relevant)
- full name, signature and contact number of person validating the activity
- cumulative tally of hours of service completed
- cumulative tally of stars earned
- year coordinator's full name, signature and school contact number.

An example is provided below.

## RECORD OF SERVICE

Full name: \_\_\_\_\_

This is the official record of your community service. Each time you participate in a service activity or event make sure you record it clearly here. The supervisor of the community service program in your school may monitor your record keeping and report the number of hours completed to the School Curriculum and Standards Authority for acknowledgement on the statement of results.

Date	Service activity and organisation	Validated by (full name)	Signature	Telephone contact	No. of hours	Stars
<b>Year coordinator's full name:</b>		<b>Signature:</b>		<b>Total hours</b>		
<b>Date:</b>		<b>School contact number:</b>		<b>Total stars</b>		

## RECOGNITION STAR PROGRAM

1. Community service organised by the school and undertaken in school hours will be recognised with **1 STAR** for every hour completed.
2. Community service organised by the school and undertaken outside of school hours will be recognised with **2 STARS** for every hour completed.
3. Community service organised by the student and undertaken in school hours will be recognised with **2 STARS** for every hour completed.
4. Community service organised by the student and undertaken outside of school hours will be recognised with **3 STARS** for every hour completed.

## STAR AWARDS

Certificates awarded to Year 12 students at the Presentation Day Ceremony are as follows:

20 stars	=	Bronze Award
50 stars	=	Silver Award
80 stars	=	Gold Award

Note: a maximum of *15 stars* can be given in *one season* of surf life saving or coaching a sporting team. A maximum of *20 stars* will be awarded for the Cambodia trip and subsequent fundraising activities.

## WHAT COUNTS AS COMMUNITY SERVICE

- **Social and personal development activities undertaken for the benefit of others** such as: singing in a choir for a carols by candlelight community event, performing at an aged-care facility or coaching younger players in a sporting club.
- **Service component of community programs** such as: youth groups, sporting, cultural and service clubs or religious groups, for example Scouts Australia, Girls Brigade Australia, Rangers Australia, Australian Defence Force Cadets or Duke of Edinburgh's Award.
- **Fundraising activities** that require planning, organisation, collection of sponsors or donations; or conducting an event such as: a quiz night to raise funds for a local charity; or participation in the 40 Hour Famine. (NB: the time spent fasting would not be counted as community service, but time spent on the collection of sponsors and donations would).
- **Service components built into school curriculum** such as: the care or restoration of historical sites through a relevant learning area, or environmental restoration as part of a science program.
- **Activities that receive a small honorarium** to acknowledge the young person's contribution or to cover costs, such as free entry to an event if acting in the capacity of a carer.
- **Activities that benefit the school environment or other students** such as: an art project, tree planting, recycling, gardening and other maintenance activities, or filling a support role at a school sporting, cultural or fundraising event.
- **Activities undertaken following skills development or leadership programs** such as: peer mentoring or first aid duty in a school playground at recess or lunchtime.
- **Activities that benefit the community** such as: helping to mind lost children at a rural show or helping at a drinks station for a charity fun run.

- **Work for non-profit organisations** in areas such as: aged care, animal welfare, child care, culture, education, health, disability services, refugee support or environmental sustainability.
- **Participation in citizenship or leadership service activities** such as: youth advisory councils or youth parliament or ANZAC Day services.
- **Home-based service** given by young carers who have significant responsibility for aged, young, disabled or ill family members.

## WHAT DOES NOT COUNT AS COMMUNITY SERVICE

- **Social and personal development activities** that involve learning new skills or practising and/or developing existing skills through membership of a sporting, cultural or other kind of club or organisation such as playing in a band, singing in a choir, belonging to a football, drama, surf or judo club.
- **Work experience or workplace learning**, as these activities form part of an academic or vocational program undertaken for the benefit of the student. Service beyond the requirements of the workplace-learning program may be considered.
- **General school activities** that contribute to a student's personal development and general education, such as performing in a school sporting team or drama production.
- **Personal development or skill building components of community-based programs** such as Scouts Australia, Girls Brigade Australia, Rangers Australia, Australian Defence Force Cadets or Duke of Edinburgh's Award.
- **Service undertaken as punishment or for atonement** such as rubbish duty, removing graffiti or community service as part of a juvenile justice order.
- **Travel time** does not count as community service.
- **Activities that receive payment** such as umpiring or babysitting.
- **Home or family duties and responsibilities** by students who are not young carers, such as cooking, gardening, cleaning, shopping or babysitting siblings.

Note: The final decision about what will or will not qualify as community service will be at the discretion of the year coordinator. The coordinator's decision should reflect the aims and spirit of the program and comply with policy guidelines.