

Huskie Community Service Alliance Guidelines

2018-2019



1. You may not receive any money, payment, or academic credit for class assignments for any of your services. You may not perform your service hours for any family member, neighbor (i.e. babysitting, shoveling snow, etc.) or political candidate. Any service hours completed through a Reno High or outside club/organization (Key Club, Cheerleading, Leadership NCL, Eagle Scouts, etc.) may be counted as long as the charitable organization is approved. E-mail or call the HCSA liaison if you have questions about which hours count – when in doubt, ask!
2. In order to qualify for a Reno High School letter and the HCSA Scholarship, you must have at least 15 volunteer hours recorded during the fall and spring time periods. You may count a maximum of 45 hours of service hours during each of the three time periods, summer/fall/spring (meaning you can't do all 75 hours in one time-frame). Total hours of service completed at the spring deadline(s) must equal 75 or more. Take advantage of the summertime to make this goal more attainable!
3. Only 40 hours may be volunteered with one organization or agency; therefore, you must work with at least two different organizations. In addition, only 25 hours may be counted during any one-week period throughout the year (Mon-Sun). For example, if you go on a week-long mission to build homes in a third-world country, you may only count 25 hours for this time.
4. You must read through this packet entirely, and sign and return the HCSA contract via email to RenoHCSA@gmail.com to enroll. If you do not have access to a scanner or smart phone, the signed contract may be placed in the HCSA folder located in the College and Career Center at RHS. **Contracts must be received by the HCSA liaison prior to recording hours!**
5. The HCSA is paperless! In order to receive your letter and become eligible for the HCSA Scholarship (seniors), you must log your hours regularly on the HCSA volunteer tracking site, which can be accessed through RenoHCSA.com by clicking on the “Record Hours” button. After you set yourself up as a new user, you can download the trackitforward smartphone app.

It's simple. The trackitforward app logo is green and looks like this:



6. All community service agencies must be entered into the web site by the HCSA Liaison. There are many organizations currently listed, but it's certainly not inclusive. If you have an organization that you would like to add, please email RenoHCSA@gmail.com with the following information:

- Name of Organization
- Contact Name/Phone/Email
- Is the organization a registered 501c3 nonprofit?
- The mission/goals of the organization

7. Summer hours will be due on Friday, August 18th, 2017. First semester hours will be due on Thursday, December 20, 2018, and second semester hours along with the required essay, will be due on Friday, April 12th for seniors, and Tuesday, April 30th for 9th-11th graders. Seniors, your spring hours submission deadline is earlier because the scholarship committee meets in April to choose recipients. Remember that recording of volunteer hours is strictly on the honors system, however a volunteer agency contact name (the person you worked for or with) and his/her phone number must be provided in the notes section with each submission. Random checks WILL be made throughout the year. Essays will also be submitted electronically to RenoHCSA@gmail.com. Community Service letters and scholarships will be awarded at the end of the year. Letters earned in subsequent years will be awarded in the form of a gold bar to attach to your original community service letter.

8. Scholarship Eligibility: Seniors, if you complete all 75 hours in compliance with the guidelines, and if you submit an original essay by the April 12th due date, you will be eligible to apply for the HCSA Community Service Scholarship. Scholarship amount is at the sole discretion of the committee and will be awarded at the RHS scholarship convocation ceremony in May.

9. Along with gaining fantastic resume building experience, earning a Reno High Community Service letter, and becoming eligible for a terrific community service scholarship, you will receive a cool Reno High HCSA t-shirt to wear proudly while you represent our amazing school. It's a WIN-WIN-WIN-WIN!

HCSA 2018-19 Important Dates

- **May 1, 2018** – 2018-2019 Program Opens
- **August 18, 2018** – Summer Hours DUE (45 max)
- **Thursday, December 20, 2018** – Fall Hours DUE (15 hours min/45 max)
- **Friday, April 12, 2019** - Seniors' Spring Semester hours and essays DUE (15 hours min/45 max)
- **Tuesday, April 30, 2019** – Grades 9-11 spring Semester hours and essays DUE (15 hours min/45 max)
- **Scholarship Convocation Ceremony** – May Date TBA

Put these dates in your planner now!

You must be responsible and self-directed to meet all deadlines.