

# Huskie Community Service Alliance Guidelines

2019-2020



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 only 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](mailto: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](http://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](mailto: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, September 6th, 2019. First semester hours will be due after winter break, and second semester hours along with the required essay, will be due on April 30<sup>th</sup>. Seniors, be aware of the Reno High Scholarship Committee deadlines. They meet in April to choose recipients, so the scholarship application will have to be submitted before our deadline of 4/30. 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. Also, a brief description of what you did during your time volunteering must also be included in the notes section. Random checks WILL be made throughout the year. Essays will also be submitted electronically to [RenoHCSA@gmail.com](mailto:RenoHCSA@gmail.com). Community Service letters 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, the scholarship will be awarded by Reno High School. Check in the CUBE for the application, which will include the HCSA essay. While completion of all 75 hours in is not a requirement to apply, it will be strongly considered by the scholarship committee during their selection process. The scholarship amount is at the sole discretion of the RHS scholarship committee and will be awarded at the RHS scholarship convocation ceremony in May (date TBD).

### HCSA 2019-20 Important Dates

- **May 1, 2019** – 2019-2020 Program Opens
- **September 6, 2019** – Summer Hours DUE (45 max)
- **End of Winter Break** – Fall Hours DUE (15 hours min/45 max)
- **Thursday, April 30, 2020** – Spring Hours AND Essays (for anyone wanting to earn a letter) DUE. (15 hours min/45 max)
- **Seniors** – check with your counselor or the CUBE for the Volunteer Scholarship Applications (includes an essay)
- **Scholarship Convocation Ceremony** – May Date TBA

**Put these dates in your planner now!**

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