



HIGH SCHOOL VOLUNTEER HOURS RECOGNITION (INS-P036)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process students must follow to receive volunteer hours recognition.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 **School Counseling Office**

3.0 APPROVAL AUTHORITY:

- 3.1 **Chief Academic Officer**

4.0 DEFINITIONS:

- 4.1 Volunteer hours for the purpose of recognition at graduation are defined as community service initiated and completed by students independent of those required by school clubs or organizations of which the student is a member.

5.0 PROCEDURE:

- 5.1 Volunteer hours are to be completed while the student is enrolled in a Tennessee public school.
- 5.2 Students are required to complete 10 volunteer hours per semester, 20 hours per year for four years, to qualify for the award. No more than 20 hours per year may be submitted for the award.
- 5.3 The volunteer process will begin with the 2016-2017 academic year. Students will complete hours based on their current grade level. Students in the class of 2017 will be required 20 hours, students in the class of 2018 will be required 40 hours (20 hours in their junior year and 20 hours in their senior year), students in the class of 2019 will be required 60 hours (20 hours in their sophomore year, 20 hours in their junior year and 20 hours in their senior year), and students in the class of 2020 and each class thereafter will be required 80 hours (20 hours in their freshman year, 20 hours in their sophomore year, 20 hours in their junior year and 20 hours in their senior year).
- 5.4 Students transferring into CMCSS from other Tennessee school districts must provide the documentation from their previous district. Students transferring into CMCSS from out of the state of Tennessee will begin the process with the semester they enter the district meeting the 10-hour per semester, 20 hours per year for their enrollment up to graduation.
- 5.5 Students will be recognized with a special pin they may wear for recognition at the graduation ceremony. The district Lead Counselor, based on the requests submitted by the schools, will order the pins.
- 5.6 Students will maintain documentation with the following process:
 - 5.6.1 Student maintains the CMCSS High School Volunteer Hours Form for each semester and submits to their guidance counselor by the first day of exams each semester. The counselor indicates in PowerSchool the completion of the



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requirement for the semester and places the documentation in the student's 6-year plan.

5.6.2 The volunteer requirement will be entered in PowerSchool under Test Results link, the Navigator, Interests/Misc. tab.

6.0 ASSOCIATED DOCUMENTS:

6.1 High School Volunteer Hours Recognition Policy ([INS-A078](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Volunteer Recognition	Powerschool	Indefinite	N/A	Secure Server

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/7/16		Initial Release
12/12/22		Reviewed, no changes

***** End of Procedure *****