



# Guide to Community Service at Career

**Everyone** needs a minimum of 20 hours of community service (volunteering) during high school to graduate from Career. However, there are important things to know about where you can volunteer and how many additional hours you may need.

**If you do not live in New Haven**, complete your community service hours inside *or* outside of New Haven. You *need* 20 hours, but you are encouraged to complete more-- most scholarships will ask you about your community service hours. Besides, you'll get great work experience (nice for a resume!), learn new skills, and help your community. You are not eligible for the New Haven Promise scholarship or the Pennington HBCU scholarship, so you do not need to stick to the New Haven Promise/Pennington requirements.

Student Examples:

- Amir lives in Hamden. He completed 5 hours at the Hamden library, 10 hours at a New Haven soup kitchen, and 5 hours at his mosque in Hamden for a total of 20 hours.  His community service graduation requirement is done!
- Tia and Tamera both live in West Haven. Tia completed 50 hours of community service, all at Sanctuary Kitchen in New Haven. Tamara completed 10 hours at the Milford Food Pantry and 10 hours at Bailey Middle School in West Haven.  Both Tia and Tamera have their 20 hours, and their community service graduation requirements are done! However, notice that Tia went above and beyond with 50 hours-- she will have a better chance of getting scholarships later on *and* better work experience for her resume when she wants to get a job later.

**If you live in New Haven**, have lived in New Haven since at least 9th grade, and have attended New Haven public or charter schools since at least 9th grade, you are eligible for scholarship money from **New Haven Promise** or from the **Pennington HBCU Scholarship**. Read more [here](#).

The New Haven Promise and Pennington scholarships have **special community service requirements**. You need at least **40 hours**. Your 40 hours need to be at a **valid New Haven non-profit charitable organization or pre-approved by New Haven Promise**. Hours that are associated with a political activity, religious practice, in-school staff assistance or personal service for family, friends and neighbors will **NOT** be counted as Promise service hours. Hours completed during the school day do **NOT** count for New Haven Promise.

**If you are eligible**, complete these community service requirements-- **EVEN IF** you don't think you want to go to college or use the scholarship money right now. It's free and easy to apply, and you never know if things will change with your post-high school plans later-- so don't throw away that opportunity. Besides, every other scholarship will be asking you for very similar requirements-- grades, attendance, and community service.

For these scholarships, [here is the New Haven Promise list of approved community service opportunities](#). **If you live in New Haven, USE THIS LIST** to find opportunities. If you live outside of New Haven, you can use this list, too-- this is a great list of opportunities REGARDLESS of whether or not you are eligible for the New Haven Promise Scholarship.

If you live in New Haven and you want to volunteer somewhere that's **not on this list**, your teachers and counselors will generally **not be able to tell you** whether these hours will count towards the Promise/Pennington scholarships. Instead, you need to make absolutely sure by sending an email to: [service@newhavenpromise.org](mailto:service@newhavenpromise.org) from a personal (non-NHPS) email address.

**TO:** service@newhavenpromise.org

**SUBJECT:** Community Service Eligibility Question

Good morning,



My name is Joseph and I am a sophomore at Career High School in New Haven. I am interested in volunteering at the Sickle Cell Disease Association of America. This is located on Chapel Street in New Haven. They need volunteers to weed their healing garden and welcome patients and families to their health programs. The link to their website is: <https://www.michelleshousect.org>.

This organization is not on the list of organizations that are already pre-approved for New Haven Promise, so I would like to know whether this organization is eligible for New Haven Promise service hours.

Thank you for your time. I look forward to hearing back from you.  
Sincerely,

Joseph Brown  
joebrown12@email.com  
Career High School

#### Student Examples:

- Bianca lives in New Haven. She completed 10 hours at the Downtown Evening Soup Kitchen in New Haven, 20 hours at the FISH New Haven Food Pantry, and 10 hours at Sanctuary Kitchen in New Haven for a total of 40 hours.  *All 3 of these organizations are already approved for New Haven Promise/Pennington, and Bianca's community service requirements are done and ready for the scholarship!*
- Giselle lives in New Haven. She completed 30 hours at Fellowship Place in New Haven, and 10 hours at St. Mary's Church in New Haven.  *Fellowship Place is already on the approved list for New Haven Promise/Pennington, but New Haven Promise doesn't count religious service hours towards the scholarship requirements. This is why St. Mary's Church was not on the approved list, but Giselle didn't check the list or email to ask. Only Giselle's 30 hours of community service at Fellowship Place will be approved. She still needs 10 more hours at an approved organization for New Haven Promise/Pennington.*

### Getting in Touch with Organizations

If you have never done it before, reaching out to a new organization can be intimidating. However, contacting new people is an important skill you'll need for the rest of your life. Helpful tips:

- You will probably have to talk on the phone. Call during normal working hours (usually between 9-4).
  - ◆ Be prepared to talk to someone. "Hi, my name is David. I'm a student at Career High School. I saw online that you were looking for volunteers at the New Haven Pride Center. Is there someone I can talk to in order to get some more information?"
  - ◆ Be prepared to leave a message. "Hi, my name is David. I'm a student at Career High School. I saw online that you were looking for volunteers at the New Haven Pride Center and I would like some more information. My phone number is \_\_\_\_\_. Thank you!"
  - ◆ You can feel free to call back after a few days if you didn't get a response. Just politely ask your question again.

→ You will probably have to send an email. Use a personal account with a professional email address. Do not use your NHPS.net email account.

◆ Hello,

My name is David. I'm a student at Career High School. I saw online that you were looking for volunteers at the New Haven Pride Center and I would like to get in touch about the opportunity. I am available by email or by phone at \_\_\_\_\_. Thank you for your time!

Sincerely,  
David

→ Don't contact only one place, don't wait for places to contact you, and don't give up when you get a rejection. Some places might not get back to you for a long time-- or ever! Other places might not need volunteers. Just move on and contact another place on the list. Students who wait around don't get their community service hours done.

◆ For example: the hospital usually gets a LOT of people interested in volunteering. As a result, they have a competitive program; students usually need to submit an application and speak to a volunteer coordinator for an interview. The hospital programs fill up quickly, after which they don't need more volunteers. Don't wait for them, and don't give up because they don't need anyone; instead, just move on to another opportunity.

## Submitting Your Hours

**To count your hours and get them approved, you need to do 4 things.**

1. Community service papers are located in the guidance suite on the wall next to Ms. Beaton's office. Bring a community service paper with you when you go volunteer. Before you leave your volunteer work for the day, fill it out yourself. Get a supervisor (someone who works at the volunteer site) to sign it before you leave.
2. As soon as you get back from volunteering, go to this website: [servo.city](http://servo.city). Type the information from your community service paper into the website. Click "Submit Information."
3. Using a personal (non-NHPS) email address, email a picture of your community service completed and signed paper to [service@newhaven.promise.org](mailto:service@newhaven.promise.org). Include your name and school.
4. After you have put your hours into servo.city, give your community service paper to your school counselor.

## Help! I accidentally submitted the same hours twice to servo.city!

You need to send an email to [jorgieliz@newhavenpromise.org](mailto:jorgieliz@newhavenpromise.org) using a personal (non-NHPS) email account to tell her that you accidentally submitted duplicate hours to servo.city. Let her know the correct information about your hours, and ask her to please remove the duplicate submission.

## Community Service Sheet Example:

## Hill Regional Career High School Community Service Form

### Student Information:

Student Name: Sam Panther Grade: 12

Home Telephone: 475-123-13234

### Organization Information:

Organization Name: New Haven Free Public Library

Organization Address: 133 Elm Street, New Haven, CT 06510

Placement Supervisor: Ruth McGarry Phone: 475-555-5555

Period of Placement: March 9, 2023 Total Hours Worked: 3  
day(s)/month(s)/year

Describe your project and/or duties in detail.

I worked from 3:00 - 6:00. I shelved books that were returned to the library. I cleaned and vacuumed the children's area, and then read a book to the preschool story hour group.

Describe why you chose to participate in this particular service to your community.

I enjoy going to the library, so I especially wanted to help the librarians who run programs for children. I also wanted to learn what it's like to work at a library.

Sam Panther

03/09/2023

Student Signature

Date

This is the only section that the supervisor (whoever is working at the volunteer site) is responsible for filling out.

As placement supervisor, I recognize that this service is a learning experience which will meet all, or part of a graduation requirement for Hill Regional Career High School. I agree to provide adequate supervision to the student and work together in documenting the number of hours worked throughout the term of the experience. The student will not receive monetary compensation for this volunteer experience.

\_\_\_\_\_  
Placement Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

PLEASE MAKE SURE THAT YOU ENTER YOUR SERVICE HOURS INTO: <https://servo.city/> **PRIOR TO SUBMITTING YOUR FORM TO YOUR SCHOOL COUNSELOR TO ENSURE THAT YOUR COMMUNITY SERVICE HOURS ARE CAPTURED BY THE SCHOOL!**

Go to [servo.city](https://servo.city/) and enter your hours as soon as you finish volunteering! Hand this form to your counselor **AFTER** you enter your hours in [servo.city](https://servo.city/).