

# Upper School Community Service Program

## PHILOSOPHY

The mission of the Community Service Program at BB&N is to inspire student commitment to meaningful service and to foster and promote a School-wide culture of service. BB&N believes that working directly with people in need is the most enriching type of service. Therefore, community service at BB&N is defined as an act of providing aid to others in need. In addition, through the Community Service Program, students build connections within our community, broaden their perspectives, gain experience about an organization that supports or uplifts a community, and develop leadership and teamwork skills. BB&N hopes that by the time students graduate, they will have developed a life-long interest in service to others.

## GRADUATION REQUIREMENTS

**A 500-word reflective essay:** Upon completion of service, students must submit a written reflection on their service. Students are allowed to write about any aspect of their service. The reflection should include a brief summary of their service, a moment memorable to them, and some concluding commentary on how the service impacted their growth and learning. Students may also comment on whether they would recommend this service to others and whether they plan to continue to participate in this service in the future.

### **A minimum of 40 hours of community service work**

- Students begin accruing hours in September of their first year in the Upper School. Hours can be earned during summers and vacations. Requirements are prorated at 10 hours per year for students admitted to BB&N in Grades 10 – 12; these hours must be completed while enrolled at BB&N.
- At least twenty hours of service must be completed within a 50-mile radius of the School, including Cape Cod. International service is acceptable, but every effort to work in the students' local community should be made.
- A student must work for a minimum of ten hours of service in at least one site before it will be documented, although after ten hours, additional service may be completed at multiple sites.
- Additional hours may be documented with no upper limit of service hours.
- Service must be unpaid work that gives no academic or professional credit.
- Every attempt at participating in sustainable or long-term programs should be made; monetary donations cannot be a substitute for service.
- If a senior has not documented his or her hours of service by the date on which Senior Spring Project (SSP) proposals are due, the remaining required service hours must be a formal component of the SSP. Any exceptions must be approved by the Community Service Co-Coordinator and the Senior Spring Project Coordinator prior to the submission of the SSP proposal.

### **EXAMPLES OF ELIGIBLE SERVICE**

- Working directly with people in need; examples: interacting with patients at a hospital; work at a homeless shelter, nursing home, public school, or soup kitchen; work with disabled people
- Performing administrative duties for a non-profit and non-tuition or fee-based organizations; examples: public library, public schools, hospitals, federal, state or municipal offices (in a non-political role)
- Working with animals and the environment under the umbrella of a non-profit organization
- Some examples of BB&N-based activities include the following: BB&N Circus, Peer Tutoring Program (maximum 10 hours), Books, Basketball, and Neighbors, Best Buddies, Science Saturdays, and Afternoons of Service
- Community outreach, education, or support in another country with significant economic, agricultural, or environmental needs (international service requires approval from the Community Service Co-Coordinator)
- Participating in organized community service programs; examples: summer camps that specialize in service, School-sponsored community service trips

- Coaching or refereeing youth teams for town athletics (programs must be non-profit and open to the public)
- Technology support for nonprofit, non-fee-based organizations
- Conservation or preservation work at historical societies or public museums
- Camp counselor at any program designed to meet the needs of at-risk students or students with disabilities
- Community farming at nonprofit farms
- Musical performances at an elderly home
- Work under the umbrella of a for-profit organization performing community outreach or support programming (prior approval is needed)

#### **EXAMPLES OF NON-ELIGIBLE SERVICE**

Though each is a valuable learning experience, the following do not meet BB&N's stated philosophy for the Community Service Program and thus these do not fulfill the graduation requirement:

- Advocacy work, such as spreading the message of a specific organization or person (political, religious, or environmental)
- Volunteering with political campaigns
- Laboratory or clinical research
- Work at for-profit summer camps (sports camps, wilderness camps, religious camps, etc.)
- Work or volunteer at a private school or day care, or any tuition-based program
- Fundraising (including walk-a-thons and bake sales)
- Babysitting
- Performing religious duties (including teaching Sunday school or any services that are part of religious ceremonies)
- Working in a store or gift shop
- Landscaping work, unless for public areas

#### **DOCUMENTATION OF SERVICE**

Students need to record hours and the reflective essay using the online tracking system (x2VOL).

#### **SEASON OF COMMUNITY SERVICE**

Upper School students in Grades 10 – 12 with a significant interest in pursuing a specific commitment to Community Service may apply for a Season of Community Service in lieu of one athletics season per academic year. Students must demonstrate significant dedication to their area of interest through a documented commitment of 40 hours during the season. At the end of the service, students will be required to write a 500-word reflective essay.

Season of Community Service Proposal Forms must be submitted to a Community Service Co-Coordinator during the first week of seasonal tryouts. The proposals are reviewed individually and approved by the Community Service Co-Coordinators. Season of Community Service Proposal Forms are available on the BB&N Community Service website as well as in the Community Service Co-Coordinators' offices.

#### **RECOGNITION OF SERVICE**

Honors and recognition are given annually to those with exemplary levels of Community Service. There are three levels of recognition:

- Bronze: A student has documented greater than 80 hours of service
- Silver: A student has documented greater than 120 hours of service
- Gold: A student has documented greater than 200 hours of service

Questions relating to the Community Service Program or opportunities for service may be addressed to the Community Service Co-Coordinators, Meena Kaur (617-800-2278, [mkaur@bbns.org](mailto:mkaur@bbns.org)) and Candie Sanderson (617-800-2162, [csanderson@bbns.org](mailto:csanderson@bbns.org)). Additional information is also available on the School's website.