



Program Guidelines

S.O.A.R. stands for Service + Opportunity + Advocacy + Recognition. The purpose of the program is to recognize students who have contributed during their high school career to their community by volunteering their time. This Everest Academy program was started in 2022 at the onset of the Everest High School Program onsite. Participation in the S.O.A.R Program is voluntary. Students may not be paid for any service they perform in order to obtain S.O.A.R hours.

1. **Communication must done be at or through a not-for-profit agency.** Remember community service hours **DO NOT** include volunteer hours donated to a **for-profit business**. However, if you work at a business-sponsored event where the money is designated to a charitable organization, this is considered to be acceptable community service (i.e. 104 KRBE sponsors Earth Day and donates the money to programs that help clean up the environment). Service hours are considered to be **UNACCEPTABLE** if you volunteer for a for-profit business at a non-profit event **UNLESS** that for-profit business foregoes **ALL** profits to a charity.
2. Service hours from learning centers and universities will not be accepted unless they are officially a 501-C3 agency.
3. Beginning with the freshman class of 2022-2023 (graduating in 2027), the required hours for recognition is **100**. You may complete any number of required hours in a single year. However, only **25 total summer hours** can be credited to your required 100 hours.
4. You may not receive more than **8 hours for any 24-hour period**. If you work multiple days, weeks, or months on a particular project, you must provide an official log of the dates, time worked, and duties performed and attach it to your S.O.A.R Service Documentation Form.
5. Hours completed at school during the closing and opening phases of the year will count as regular school hours, and not summer hours. Acceptable examples include: helping teachers during the days following the last day of school, help with freshman orientation, helping teachers set up their classrooms before the start of the school year).
6. Under no circumstance will credit for community service be given for assisting with any for-profit activity. However, manning a concession stand for school-related events, fundraising for clubs, or other related activities (which do not benefit the volunteering student) are acceptable. For example, manning a booth at a PTO Carnival.
7. **Baby-sitting** is only an acceptable S.O.A.R activity in the following cases and upon approval of the S.O.A.R Sponsor:
 - **for families with special-needs children**
 - **in medical emergencies**
 - **to enable parents or teachers to attend a school-related function** (e.g. school play, open house, teachers in-service days).

***Babysitting for family members does not count.**
8. Volunteering at a hospital is acceptable with documentation from the hospital's volunteer program; however, **working at a doctor's office is not, unless the doctor is donating his time to a free clinic.** (For example: Shifa Clinic is acceptable)
9. **Some community service activities through your religious affiliation/place of worship are acceptable.** Examples to consider:

- Working at a food pantry or shelter
- building a Habitat house
- helping with Dar-us-Sakinah's Field Day
- delivering Meals on Wheels

Community outreach efforts such as working at a religious, cultural, or seasonal carnival/festival are acceptable, provided that the money is donated to charity and not back to the organization sponsoring the event.

Being a teacher's aide in a religious school program, setting up the chairs or the audio/visual system for services, setting up for religious programs and cleaning the facility after events are **NOT** acceptable examples of service. If you have questions, please get approval prior to participation.

- 10.** If you perform community service hours as a prerequisite for receiving a particular award, you may not receive any S.O.A.R hours for the same activities. For example: you may not use the same service hours for both NHS and S.O.A.R.
- 11.** If your community service is performance-oriented, you may only count the performance, **not the practices**. (Example: A play or skit for the community or school on bullying).
- 12.** Hours may only be counted from the beginning of service to the end of service. **Travel time** to and from service does **not** count.
- 13.** Students may not sign as representatives for an organization.
- 14.** Political campaigns: working for a particular candidate will **NOT** count for S.O.A.R hours, but working in a general "get out and vote" effort that doesn't promote one candidate or political party over the other **MAY** count for S.O.A.R hours. Please check with your sponsor.
- 15.** The only donation accepted for S.O.A.R hours is a blood donation. If you participate in a blood drive, 1 donation = 1 hour.
*Donations requiring a student to give/buy tangible items (i.e. books, clothes, etc.) or give financial contributions DO NOT count.
- 16.** There will not be service hours awarded for online research, surveys, etc. (Smithsonian, Zooniverse, etc.)

It is the responsibility of the student to correctly complete all S.O.A.R forms, to submit them in a timely fashion, and to consult the sponsor if he or she has any questions. Forms submitted beyond 6 months from the date of service will not be accepted. Seniors must submit all S.O.A.R. forms by April of their graduation year.

******All service hours are subject to the S.O.A.R Sponsor approval.******