Community Service Endorsement Guidelines

What is a Community Service Endorsement?
A Community Service Endorsement is one of three types of diploma endorsements that Louisiana high school students may earn upon graduation. Beginning with freshmen entering school year 2013-14 and beyond, local education agencies (LEAs) may award a Community Service Diploma Endorsement to students completing a minimum number of documented community service hours by graduation. Authorized by Act 295 of the 2012 Regular Session of the Legislature, this voluntary diploma endorsement was established to:

- Engage students in their communities;
- Provide a process to apply what they have learned in a social setting; and
- Provide opportunities for students to explore their interests, passions, and potential career aspirations in an engaged, hands-on environment.

What are the requirements?
- Students entering as freshmen school year 2013-2014 or beyond;
- LEAs document community service hours using Community Service Diploma Endorsement Tracking Form.
- Students perform approved community service hours according to the following schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Hours</th>
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<tbody>
<tr>
<td>9</td>
<td>10</td>
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<tr>
<td>10</td>
<td>20</td>
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<tr>
<td>11</td>
<td>25</td>
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<tr>
<td>12</td>
<td>25</td>
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<tr>
<td>Total</td>
<td>80</td>
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A student who (1) transfers into a participating LEA after the 9th grade or (2) graduates early may receive a community service endorsement if that student:
- Meets the minimum requirements for each year, and
- Completes a total of 80 community service hours by graduation.

How do I get started?
1. Determine if your school/district plans to allow entering freshmen for school year 2013-14 to earn a Community Service Diploma Endorsement.
2. Review types of community service categories.
3. Join school and/or community service clubs to plan and conduct service projects (Note: If your school does not have a service club, contact local non-profits about planned service projects.
4. Select and plan carefully for community service events that do not conflict with school and district calendars (e.g., state tests, required school activities, holidays).
5. Use the Community Service Diploma Endorsement Student Documentation Form to submit your participation to school/district Community Service contact for inclusion on Community Service Diploma Endorsement Tracking Form.
6. For addition service opportunities, go to http://volunteerlouisiana.gov/.

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