



DISTRICT OF COLUMBIA PUBLIC SCHOOLS

FAQ: Frequently Asked Questions about Community Service

- Q:** Which organizations are approved to offer community service hours to students?
- A:** Students may only complete community service at 501(c)(3) organizations, schools, or government agencies as long as it is a non-paying voluntary service for the benefit of the community. An example of a non-approved organization would be a childcare center that receives payment.
- Q:** My organization is for-profit, can students earn hours from my organization?
- A:** No, students can only earn hours from non-profit organizations.
- Q:** Can students use middle school community service hours toward their HS graduation requirement?
- A:** No, students may only use community service hours they have earned after 8th grade has ended. This means your student is allowed to use hours they have earned in the summer leading into 9th grade.
- Q:** Which types of community service can students complete?
- A:** Students may complete community service that falls into these three categories:
1. **Direct Service:** face-to-face contact between DCPS students and beneficiaries of the community service
 2. **Indirect Service:** support provided by students on issues related to the community, including fundraising, collections, and providing technical assistance.
 3. **Advocacy:** students participate in tasks to influence change in their community, including letter writing and presenting before public officials. Advocacy tasks must remain nonpartisan in nature.
- Q:** How can schools verify community service hours?
- A:** The community service point of contact (POC) or counselor must ensure that students include the tax ID (EIN#) on the community service form. You can also verify tax ID numbers on the IRS website. If the POC cannot find the tax ID number, the POC can contact the site supervisor listed on the community service form. Community service POCs may request more information from the student or site supervisor.
- Q:** Who can I contact to verify my student's community service hour progress?
- A:** Please contact your school counselor to verify your student's community service progress.



DISTRICT OF COLUMBIA PUBLIC SCHOOLS

- Q: When do students need to submit community service hours to their school community service coordinator or POC?
- A: Students should submit their community service hour form immediately after completing their community service hours. For graduating seniors, all remaining community service hours that count towards meeting the 100-hour graduation requirement are due by the Friday after the Memorial Day holiday in May.
- Q: Who can I contact to verify my student's community service hour progress?
- A: Please contact your community service point of contact (POC) or school counselor to verify your student's community service progress. Your student's progress can also be viewed in ASPEN.
- Q: Can my student complete their community service hours where I am employed?
- A: Students are not able to earn hours toward graduation with a family member as the direct supervisor of their hours.