

## NHS Chapter Service 2017-2018



The Ponte Vedra High School National Honor Society will be completing two whole society service projects this year. One in the Fall semester and one in the Spring. Both projects are mandatory for NHS members to maintain society membership. In addition students must fulfill minimum **2 hours of service per semester** through the D.E.N. program at Ocean Palms Elementary School. The D.E.N. program involves tutoring, reading, playing games, and mentoring younger students.

For the D.E.N. program, ALL NHS members must be cleared through the volunteer application process. You must submit your application no later than **Wednesday, September 27<sup>th</sup>, 2017**. Keep in mind that you should be saving all of your community service forms with signatures in a portfolio and then attaching them to a cover sheet. An example has been attached.

### *VOLUNTEER APPLICATION PROCESS...*

1. Once cleared (can take up to 30 days) you are eligible to sign up on the Sign-up genius that has been created by your NHS officers.
  - a. Service can be broken up into 2-one hour sessions or 1-two hour session.
  - b. The primary need for assistance at Ocean Palms Elementary are:
    - i. Mondays from 3pm- 6pm
    - ii. Wednesdays from 2pm-6pm
    - iii. Other arrangements can be made if necessary.
2. Directions on how to register as a volunteer.
  - a. Log on to  
<https://knt3.keepntrack.com/HTML/KnTOnlineVolunteerApplication.html?db=stjohns&version=2.72.41>
  - b. **When completing your form do not forget to select a facility/ Ocean Palms Elementary School. If a facility is not chosen your application cannot be processed!!**
  - c. All forms must contain your full legal name including middle name (no nicknames), address, phone, gender, birthdate, and social security number. *Note: if you are a legal citizen of the United States and you do not have a driver's license, scroll down to the bottom of the page for a link with information on state I.D. You may also go to your local DMV (Department of Motor Vehicles-4030 Lewis Speedway, St. Augustine, see chart below for phone number).*
  - d. You cannot volunteer until you have been cleared in the system. Please contact the Volunteer Coordinator at your school (Mrs. Susan Gelb) for information concerning the progress of your application.
  - e. If you are here on a visa and/or you do not have a social security number contact Volunteer Services at 904-547-3945 for further instructions. Please refer to the information below on acceptable documents.
  - f. By completing a School Access Form you are agreeing to a criminal background check and a sexual offender check. You are also agreeing to abide by the policies and procedures of the St. Johns County School Board and its facilities while volunteering, your personal information will be kept confidential and you are expected to keep any and all information you may see or hear while volunteering confidential. The St. Johns County School District reserves the right to restrict and/or deny a person's volunteer privilege when deemed necessary.
  - g. Complete ALL fields of the form and click on SUBMIT.

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SERVICE PORTFOLIO COVER SHEET EXAMPLE:

Student Name: \_\_\_\_\_  
Last, First, Middle Initial

Grade: \_\_\_\_\_

Service Portfolio Cover Sheet for the FALL / SPRING Semester

Ponte Vedra High School

Date	Organization Served	Service Performed	Hours Served	Attached Signed Service form
August 28, 2017	Ocean Palms Elementary	Read to kindergarten students	2	YES
<b>Total Hours Served &amp; Signed:</b>				<b>2</b>

National Honor Society Advisor Approval:

\_\_\_\_\_  
 NHS Advisor Signature

*\*Your service cover sheet will be submitted to Guidance to enter into your records for PVHS after it has been entered into our NHS records by your NHS Service Advisor Mrs. Suzanne Alonzo. You must maintain a copy of all records as well. If you have any questions, contact your NHS Service Advisor via email [suzanne.alonzo@stjohns.k12.fl.us](mailto:suzanne.alonzo@stjohns.k12.fl.us) with CC: [ruth.lopez@stjohns.k12.fl.us](mailto:ruth.lopez@stjohns.k12.fl.us) \**