

## **Guide to Volunteering/Service Hours at Pope**

Pope High School **does not require** that students complete service hours to graduate. Nonetheless, Pope students routinely volunteer in many capacities in our community. While some students find and participate in volunteer activities on their own, there are many opportunities to serve through Pope-sponsored clubs and activities. And *some clubs* require members to complete service hours to remain in the club.

### **MobileServe**

Pope PTSA provides *MobileServe*, an online app to track service hours, to its members. Students should join through *popeptsa.org* and obtain a **code** for their MobileServe **class** (their parents may do this part for them in Membership Toolkit). Simply downloading the MobileServe app does not link you to your Pope class. Students who are working toward a graduation cord for volunteering at least 120 hours *must* submit their hours through MobileServe. MobileServe is also an option for keeping track of service hours for National Honor Society, the International Skills Diploma Seal (ISDS), and other clubs. It may be helpful to have a record in one place when applying to colleges and scholarships, so some students simply prefer to track their hours this way.

### **Volunteering through Pope Clubs and Activities**

Students who are volunteering at Pope should look to the Pope-sponsored activity that they are involved with for specific rules and requirements related to their participation in that activity.

### **Requirements for Academy Students**

Pope Academy students have additional volunteer requirements. As a reminder to the students, the Academy administrators provide those requirements to the students at a meeting at the beginning of each year.

## **Guide For Students Seeking to Earn a Graduation Cord**

Pope High School encourages student involvement in activities which benefit the community. To earn a graduation cord honor, students must have 120 volunteer hours verified during their 4 years as a student at Pope High School. Of those volunteer hours, students must earn at least 60 hours through Pope Clubs and Organizations. (A maximum of 60 hours of outside community service work shall be counted toward the honor.)

Students transferring to Pope High School from another high school may submit their prior high school service hours within their first three months at Pope; those hours may be counted toward the 60 maximum hours of outside community service. For help submitting those hours, reach out to [servicehours@popeptsa.org](mailto:servicehours@popeptsa.org)

### **What Counts?**

- Service projects sponsored by any school club, team or organization
  - o Donations of items or money do not count toward the service cord; all hours submitted must be for your *time*
  - o No credit will be given for being a manager of a sports team at Pope High School

- Volunteering with an agency, non-profit group, hospital, church, civic group or community organization.
  - o The activity must benefit the entire community (i.e. grounds clean up, food drive, clothing drive, etc.)
  - o No credit will be given for participating in the normal operations of the organization (i.e. Sunday School class, Choir, etc.)
  - o No credit will be given for internships unless you work more hours than required
- Time spent planning for fundraising activities or drives for charities such as United Way, Relay for Life, etc.; or time spent meeting to organize for a service event. No credit will be given for regular weekly/monthly meetings of a club/organization
- Students must NOT be compensated for their time in any material way
- Hours must be submitted in the school year that they were earned. Pope does not accept hours earned during previous years.

### **How to Find Opportunities?**

- Sign up for REMIND: text to 810-10 @servepope
- Join service clubs at Pope

### **Submission of Hours:**

1. MobileServe is included with your Pope PTSA membership. Login (or have your parent login) to Membership Toolkit at [www.popeptsa.org](http://www.popeptsa.org) (this is the same login used if parents joined PTA at any of our feeder schools or at Pope)

2. Getting Started with MobileServe

a. MobileServe is available as a mobile app in the App store/Google Play; if you'd rather not use the app, you may create and manage your account on any internet-ready device at: [app.mobileserve.com](http://app.mobileserve.com)

b. When creating your account, be sure to JOIN your Pope HS Class (PHS Class of 2026, 2027 etc.) with the 6-digit Code provided when you paid through PTSA

c. Please use your personal email address (not your [cobbk12.org](http://cobbk12.org) account) so that you will be able to receive notifications from the app if there are any issues with your submitted hours

3. How to Keep Track of hours -- YOU are responsible for entering your volunteer service hours; your supervisor or club sponsor will not submit them for you.

1. Click "Log Hours" There is a calendar where you can choose the date of your activity Where it says "Total Hours" enter the number of hours you volunteered (you may enter whole hours or fractions of hours, like 1.25)

2. Where it says “Service Org” enter the name of the group you volunteered through (the app allows you to type anything, but examples include “Pope HS” “Pope Athletics” “Pope PTSA” “Pope Beautification Day” or the name of the club the event was through)

3. Category: The current categories for service hours are:

\*Pope Sponsored Service [this is required service hours to earn a cord]

\*Community Organization Service (not sponsored by Pope club) [optional/up to 60 hours count toward cord]

\*National Honor Society

\*ISDS – Service (Int’l Skills Diploma)

\*ISDS – Extracurricular activities (Int’l Skills Diploma)

4. “Tell your story” – here you simply enter what volunteer activity you participated in (examples include “spread mulch at Pope” “helped with freshman orientation”)

5. “Supervisor name” – this required field is the name of the adult who is going to verify or sign off on your hours; for service through clubs at Pope, it is typically a teacher; for service outside of Pope, it needs to be an adult in charge at the organization, *not* your parent

6. “Supervisor email” – email address of the person above (they will get an email to verify your hours)

7. “Supervisor signature” – if they are standing right by you at the end of the event, you can ask them to sign right then and there (but this isn’t required)

8. “Photos” if you think it would help with verifying your hours, send a selfie of you volunteering; if you have a letter, certificate or other paper with number of hours verified, take a picture of it (not required, but very helpful; if your supervisor has a problem with email, we may be able use a picture of written verification to approve hours)

9. “Attach my location” – drops a pin to prove you were at that location (not required)

10. Submit

11. You can come back to the app later to see whether your hours were verified (from main screen of app, click to show Approved/Pending/Total hours); if your Supervisor hasn't verified your hours after a few days, remind them to check their email

What if my Supervisor doesn’t verify the hours after a few days?

- It may be that you typed the wrong email address. Please check this first.
- Drop by and see the person and remind them to check their email from MobileServe; or email and ask them to check their email from MobileServe
- Go into your entry and edit it slightly -- changing description, adding details, etc. Any time you make a change, it will trigger the system to send a new email to the Supervisor

- Delete this first entry and create a whole new entry, either with this teacher/person as supervisor, or with another teacher as supervisor who is able to also verify your hours; this will definitely trigger the system to send a new email

- Get a paper signed by a teacher/supervisor verifying the number of hours you worked and upload it as a picture to the existing entry.

- After your hours are verified by the supervisor whose email you provide, they must be “approved” by an administrator at Pope; hours are reviewed and approved in batches and sometimes it may take a week or so before they are approved in the app; if hours are rejected, it will state a reason and sometimes directions for resubmitting the hours, if applicable; during school breaks, the time for approval of your hours may be longer than a week

- If you continue to have issues, email [servicehours@popeptsa.org](mailto:servicehours@popeptsa.org) for help

How do seniors receive their honor cord? A final deadline for submission of hours (typically around April 15<sup>th</sup>) will be announced your senior year. After that deadline, seniors who meet all criteria will receive an email with directions for picking up their cord at PPO.

Pope PTSA encourages students to volunteer in their community and wants students to succeed in their endeavors. Therefore, if you have questions or need help, please reach out to [servicehours@popeptsa.org](mailto:servicehours@popeptsa.org)