

# OLCHS Service Learning Frequently Asked Questions



## How many hours are required?

**Beginning with the Class of 2023 – 25 hours are required for graduation.**

OLCHS students graduating 2020-2022 will only be held to 24 hours.

If a student transfers from a school that did require service hours, the student will be held to all required hours. Any previously earned hours will transfer.

If a student transferred to OLCHS from a school that did not require service hours, their requirement will be prorated accordingly:

<b>Year Transferred</b>	Sophomore	Junior	Senior
<b>Hours Required Class of 2020-2022</b>	18	12	6
<b>Hours Required Class of 2023 and beyond</b>	18	12	7

## Where can I do my hours?

A list of pre-approved sites for students to earn hours: <https://tinyurl.com/y7balz5b>

A calendar of upcoming volunteer opportunities in the Oak Lawn area:  
<https://tinyurl.com/43rsymyd>

## What if I want to volunteer at a site that isn't on the list?

If your site is not on our list of pre-approved sites, please check with Mrs. Kenny **FIRST!** Don't assume that a site is going to be approved and find out too late that the hours won't count.

**PLEASE NOTE THERE HAVE BEEN CHANGES TO THE LIST OF PRE-APPROVED SITES!**

Sites that were previously listed may have since been removed, so please double check before working with an organization that it is an approved site!

## When can I do my service hours?

Students should plan to do their hours outside of the school day, unless they are a part of a classroom service project.

## Can I do my service hours over the summer?

As soon as you graduate from 8<sup>th</sup> grade, you can start earning your service hours for the OLCHS graduation requirement.

## When are my service hours due?

Service Learning paperwork must be turned in within 2 weeks of project completion in order to receive credit. This means that Mrs. Kenny must have the paper within 2 weeks of the last date written on your paperwork, or the hours will not count!

If you are volunteering over summer, hours are due within 2 weeks of returning to school in August. If a student is in the building over the summer and would like to turn in paperwork, please put it in the black mailbox outside of Student Services Office 117.

Specific due dates for each school year will be update on the school calendar and web page each year.

### **How do I check my service hours on Skyward?**

1. Login to your Skyward Student or Parent Access account.
2. On the left side of your main student screen, click on the link labeled “Student Info”
3. Look in the box just below your student ID picture for “Service Hours.” You will see the total number of hours on record.

### **I know I turned in my Service Learning paperwork, but I don’t see it on Skyward. What happened?**

1. You may have incomplete paperwork – check the “Educational Milestones” tab in Skyward. If you see a note that says “Incomplete Paperwork,” you should see Mrs. Kenny in Student Services Office 117 to finish it, and then Skyward will be updated.
2. Your hours may be pending verification – Whenever a student turns in paperwork from a new site or with a new signature, Mrs. Kenny calls to follow up. The same is true for any hours submitted online.
3. Mrs. Kenny may not have gotten that far yet... hours are typically updated in batches 1-2 times a week, but some times of year bring more paperwork to log.

If you think none of the above apply to your situation, please contact Mrs. Kenny.

### **I want to be a member of NHS... what do I need to do?**

A complete outline of the NHS eligibility requirements and application timeline can be found on the OLHCS Student Services website here:

<https://www.olchsstudentservices.com/service-learning-information.html>

### **Things to Remember....**

<b><u>Service Hours CAN...</u></b>	<b><u>Service Hours CAN NOT...</u></b>
<ul style="list-style-type: none"><li>• be for an established, non-profit organization</li><li>• be done all at the same place if you prefer (with the exception of OLCHS)</li><li>• be earned at OLCHS</li><li>• be a great way to explore careers</li><li>• help you when applying for jobs, college, and scholarships/awards</li></ul>	<ul style="list-style-type: none"><li>• be for a business (no “going to work for free for the day”)</li><li>• be for a friend, family member, neighbor etc. not part of an established organization (i.e. no cutting grass for Mrs. Smith)</li><li>• <u>involve handling money in ANY way</u></li><li>• be used for more than one purpose (no double-dipping!)</li></ul>

### **How do I contact Mrs. Kenny, Service Learning Coordinator?**

You can call Mrs. Kenny at 708-741-5853, email her at [kkenny@olchs.org](mailto:kkenny@olchs.org) or visit her in Student Services Office 117.

**OLCHS Student Services webpage:** <https://www.olchsstudentservices.com>