

# **Pueblo High School Lorraine Lee Service Award**

## **Purpose:**

The purpose of the *Pueblo High School Lorraine Lee Service Award* is to honor Pueblo High School students and faculty/staff who have given of their time to better their school and community.

## **Qualifications:**

To qualify for this award, participants need to demonstrate campus service by joining and being involved in clubs, after school activities as well as being an overall ambassador for *Pueblo High School*.

The specifics of the award are as follows:

## **For All Participants:**

- The award will be presented to any Pueblo High School student and faculty/staff that has completed 200 hours of documented service on campus or any school sponsored activities.
- All participants can use service hours accumulated all through high school towards the *Lorraine Lee Service Award*.
- Service Hours MUST be documented by a responsible party (i.e. Administrator, Teacher, Counselor or Sponsor)
- Club meeting hours can be counted towards the *Lorraine Lee Service Award* for up to 75\* hours of the cumulative total of 200 hours.\* except for the class of 2010
- Enrollment in classes such as Student Government or DECA cannot count towards service hours; however, hours of activities that take place after school can count as long as they are documented.
- Every 75 hours after the 200 hours will earn the Service pin.
- All participants who have accumulated 200 hours of verified service will submit all documentation to the Assistant Principal in charge of Activities for review and award.
- Participants with the most hours during the period from May 1 to April 30 will have their name on the *Lorraine Lee Service Award Plaque*.

## **For Student Participants:**

- Students will keep track of all hours on the Service Award Log.
- The club sponsor will give the student a certificate verifying the hours earned during a semester.
- For off campus service, student must bring an official letter from the organization stating the number of hours served. This letter must include the contact information for the person who signed it. Students will bring this letter to the club sponsor for a verification signature and certificate of hours served. Maximum of 75 hours of off campus service will count towards the 200 hours.

## **For Faculty/Staff Participants:**

- Faculty/Staff will keep track of all hours on the Service Award Log.
- The administrative supervisor will give the faculty/staff a certificate verifying the hours earned during a semester.
- For off campus service, faculty/staff must bring an official letter from the organization stating the number of hours served. This letter must include the contact information for the person who signed it. Faculty/staff will bring this letter to the administrative supervisor for a verification signature and certificate of hours served. Maximum of 75 hours of off campus service will count towards the 200 hours.

## **Timeline:**

- Certificate of Service hours given by sponsor at end of each semester or activity.
- Service Awards will be given upon verification of all documentation.
- Class of 2010 minimum of 60 hours of service
- Class of 2011 minimum of 120 hours of service.
- Class of 2012 minimum of 180 hours of service