

NORTH HIGH SCHOOL

**SILVER
CORD
MANUAL**

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North High School Silver Cord Program



The purpose of the North High School Silver Cord Program is to instill within students the importance of community service and encourage students to be accountable for investing in their own education and community on a regular basis during their school years.

All students are eligible to earn silver cord hours between September 1st of their freshman year up until May 1st of their senior year. Students volunteering 160 hours by May 1st of their senior year will have the distinct honor of wearing a silver cord during their graduation ceremony.

See Mr. Tim Johnson with any questions! Office located in the main office!

Tim Johnson, MSW

Community Schools Coordinator

Des Moines Public Schools

North High School

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GUIDELINES

REVIEWING THE FOLLOWING GUIDELINES WILL HELP STUDENTS UNDERSTAND THE REQUIREMENTS OF EARNING THEIR SILVER CORD.

- The official Silver Cord calendar year runs from June 1 to May 31.
- Each student needs to volunteer a minimum of 40 hours per year (160 total)
- Each student must volunteer at three different non-profit organizations per year. Examples include but are not limited to: schools, local or state government, church, and community events.
- Hours are credited by 15 minute intervals, with a limit of eight hours per day. Submitted hours should not include time for travel, breaks, meals, recreation, or sleeping.
- Students have 30 days from last date of service to record hours.
- Ongoing opportunities are to be submitted monthly within 30 days of the last date of service that month. Hours are to be reported on the silver cord document from Mr. Tim Johnson and returned to Mr. Tim Johnson to be recorded.
- It is the student's responsibility to check with Mr. Tim Johnson regarding their hours of completion/hours handed in.
- Seniors must submit all requests for credit no later than May 4th. Failure to do so will result in not receiving the Silver Cord Award at Senior Honors Night.
- All of the service opportunities posted on the Silver Cord can be found in Mr. Johnson's office. Silver Cord opportunities will also be posted on School Conxt. Students if you have not downloaded School Conxt please do so. Mr. Tim Johnson can help with that.

ACCEPTABLE & UNACCEPTABLE HOURS

ACCEPTABLE HOURS MUST PROVIDE A SERVICE OR MEET A CLEAR NEED FOR A NON-PROFIT AGENCY, CHURCH, SCHOOL, PARK, SENIOR LIVING COMMUNITY, CHARITY PROGRAM, DAY CARE CENTER, OR COMMUNITY EVENT. PLEASE NOTE: IF THE STUDENT IS A MEMBER OF THE ORGANIZATION, THE SERVICE MUST BE OPTIONAL AND NOT REQUIRED TO BE ACCEPTED.

- Accepted religious activities include, but are not limited to: participating with Sunday/Wednesday school, Vacation Bible School, confirmation class, baby-sitting during religious services, working on a sound crew, recording/videotaping a service, or mission trips.
- Unacceptable hours are Freshman High School drama, instrumental, or vocal rehearsals or performances, sports team managing or training, service work for a group as part of your membership obligation, rehearsing, working from home, walking/running/dancing/sleeping in a marathon or fundraiser, confirmation service, Boy Scout Advancement, and participating in a march, rally, or walkout.
- Silver Cord hours may not be directly involved with rituals, services, or ceremonies of any specific religion. Examples of invalid activities include but are not limited to: singing in the choir, candle lighting, reading from religious texts, altar service, ushering, or passing out programs.
- Hours used for confirmation or other church membership requirements cannot also be used for Silver Cord credit.
- Silver Cord hours cannot be earned while working for a relative, neighbor, friend, country club, or while working for pay or compensation of any kind.
- Silver Cord site supervisors cannot be immediate family members.
- Silver Cord hours cannot be earned to satisfy a class requirement or as part of an extra curricular or co-curricular expectation.

PROCESS OVERVIEW

1. Student signs up with Mr. Tim Johnson and your silver cord record is good for all four years of the program.
2. Student participates in the service opportunity. At the end of their service, student should obtain the site supervisor's name, email address, and phone number. It is imperative to the process that the correct contact information is obtained. Submitting incorrect information will slow down the approval process and may prevent receiving credit for the hours completed.
3. Student submits hours to Mr. Tim Johnson within 30 days from the last date of service. Once the form is submitted, Mr. Tim Johnson checks with the site supervisor to check hours. The status of the student's service opportunity is marked pending on the student's dashboard and will stay as pending until it is approved by both the site supervisor and the Silver Cord coordinator. This process is not immediate and may take several weeks.
4. Site supervisor approves or denies the student's recorded hours. Whatever is approved by the site supervisor is what Mr. Tim Johnson records in the running document.
5. Silver Cord coordinator reviews the submission for credit and approves or denies the request and has the option to leave comments. If submission is denied, there will be a message with an explanation for the denial. The student has the option to resubmit with corrected or updated information. It is each student's responsibility to be honest about hours completed to make the process as smooth as possible.
6. All hours are held with Mr. Tim Johnson and students can ask for updates on hours at any time.

CONTACT INFORMATION

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