



Y.E.S.
(Youth Expanding Services)
John Foster Dulles High School
Program Guidelines



The purpose of the program is to recognize students who have contributed time during their high school career to their community in terms of volunteer service hours. Participation in the Y.E.S. Program is voluntary. Students can keep track of their community services hours through the YES program from the Dulles YES website. Students may not be paid for any service they perform in order to obtain Y.E.S. hours. The services or activities must be administered by a non-profit organization or agency.

Students are required to complete 100 hours of volunteering service during the high school years for Y.E.S recognition.

Students enrolled in the Math and Science academy, in the class of 2019 and beyond, are required to complete a minimum of 25 hours of community service per academic year.

Dulles High School has updated the Y.E.S. program details in the Dulles YES website. <http://www.dhsyesprogram.org/>. Students are required to first [register online](#) in the YES website, thereafter they can login to the website and enter their volunteer hours. Students can keep track of their logged hours online. After completing a volunteer activity, the details of volunteer activity are entered online in the website and the completed and attested YES forms and related documentation are uploaded by the student. The hours entered are audited by parent volunteers and approved. The completed and signed paper YES forms must be retained by the students and must be produced whenever required.

It is the responsibility of the student to correctly complete all Y.E.S. forms, submit them in a timely fashion, and to consult the school sponsor if he or she has any questions. Forms submitted beyond 6 months from the date of service will not be accepted. Seniors must submit all Y.E.S. forms by March 31st of their graduation year.

If in question, evidence of the organization's non-profit (501c3) status must be attached to each Y.E.S. service hours form. If the agency worked for is listed as an DHS participating Y.E.S. program 501c3, there is no need to attach any evidence. If they are not listed, the student must provide documentation when submitting the service form. Generally, attaching a screen shot of the agency's website indicating their non-profit status will suffice. If that is not available, the student must attach some other form of verification to the form.

All hours are subject to random verification as well as the Y.E.S. sponsor's approval. Falsification of any service hours will result in permanent dismissal from the Y.E.S. program.

Questions regarding Y.E.S. can be submitted to support@dhsyesprogram.org.

Students, or an organization to which they belong (sports team, band, NHS, boy scouts, etc.), may not receive compensation because of any service performed in order to obtain Y.E.S. hours.



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Please review the Y.E.S. Guidelines for all rules concerning what is and is not acceptable prior to submitting hours for consideration

1. Must be for a non-profit (501c3) agency.

Please verify the nonprofit status with the organization before volunteering.

Acceptable: Working at a business-sponsored event at a for-profit business where the money is donated to a charitable organization is considered community service and would be acceptable. For example, 104 KRBE sponsors Earth Day and donates the money to programs that help clean up the environment. While KRBE is a for-profit business, the proceeds from this specific event are donated to charity.

Not Acceptable: Volunteering at a for-profit business at a non-profit event UNLESS that for-profit business donates a portion of the profits to charity. For example, you volunteer to help work the booth for XYZ Pancake Company at a community fair. While the event itself is for a non-profit, XYZ Pancake company is there as a vendor selling Pancakes for their business.

2. Students will need to perform 100 hours of service prior to March 31st of their senior year in order to receive a Y.E.S. medal at Senior Awards Night. No more than 8 hours per day and no more than 25 total summer hours can be credited to the required 100 hours.

3. You may not receive credit for more than 8 hours for any 24-hour period. If you volunteer more than 8 hours in any 24- hour period, you can log those hours online under Extra Hours. If you volunteer for a period of days, you can fill out one form with total hours but attach the log file of hours done each day along with the YES form. For example if you volunteer for a week for 2 hours each day, you can consolidate 8 hours (4 days) in one YES form with a log file and use another YES form for remaining days.

4. Assisting Teachers

Hours completed at school during the closing and opening phases of the year will count as regular school hours, and not summer hours. For example, helping teachers during the days following the last day of school, helping with freshman orientation, helping teachers set up their classrooms before the start of the school year, and helping with textbooks before the beginning of the school year would all count as regular hours and not be subject to the 25-hour summer limit category.

Assisting teachers in terms of tutoring and correcting the papers during school year are acceptable for regular YES hours.



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5. **Tutoring:** Must be a structured program (schools, community centers etc.), not family or friends. Prior to tutoring, the student tutor must gain the approval of a teacher in the school in which the student being tutored is enrolled. NOTE: If tutoring takes place over the summer months and the student cannot reach the Y.E.S. Sponsor, determination of acceptability is at the discretion of the sponsor. Tutoring at learning centers (for profit organizations) are not acceptable.
6. **Under no circumstances will credit for community service be given for assisting with any for-profit activity.** However, manning a concession stand for school-related events, fundraising for clubs, or other related activities which do not directly provide any financial benefit to the volunteering student, as a member of a team, are acceptable.
7. **Baby-sitting**
Acceptable: In the following cases and upon approval of the Y.E.S. Sponsor: for families with special-needs children, in medical emergencies, or to enable parents or teachers to attend a school-related function (e.g. school play, open house).
Not Acceptable: Babysitting for family members, relatives or neighbors does not count.
8. **Hospitals/Doctors:** Volunteering at a hospital is acceptable with documentation from the hospital's volunteer program; however, working at a doctor's office is not, unless the doctor is donating his time to a free clinic. Volunteering at retirement homes or senior citizen homes is acceptable.
9. **Community service activities through your religious affiliation:**
Acceptable: Working with your youth group at a food pantry or shelter, building a Habitat house, helping with Special Olympics, and delivering Meals on Wheels are forms of acceptable service. Working at a religious or cultural carnival is acceptable, provided that the money is donated to charity and not back to the organization sponsoring the event. Teaching language classes to promote different cultures provided these are done as a community service and not for profit.
Not Acceptable: Any service that solely benefits a religious affiliation, such as teaching religious school, being a teacher-aide in religious school, setting up the musical system for services, setting up for religious programs, vacation bible school, serving food for religious activity for attendees and cleaning the facility after services are NOT acceptable examples of service.
10. **No double-dipping**
If you perform community service hours as a prerequisite for receiving a particular award or membership in a certain organization, you may not receive any Y.E.S. hours for the same activities. For example, you may not use the same service hours for both NHS and Y.E.S. If any hours are required by another organization (scouts, NHS, Student Council, place of worship, school group, etc.), they do not qualify as Y.E.S. hours. Hours beyond those required by the organization do count for Y.E.S. hours.
11. **Performance-oriented:** If your community service is performance-oriented, you may only count the performance. Set-up and tear down time immediately before and after the performance may also be counted. The rehearsals hours spent for performance are not acceptable for YES hours.



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12. **Travel time:** Hours may only be counted from the beginning of service to the end of service. Travel time to and from service does not count.
13. Students may not sign as representatives for an organization.
14. **Charity walks/runs:** Participating at the event or working at the event count as regular hours. Time soliciting donations does not count.
15. **Collections for charitable purpose (food, toys, toiletries, etc.):** Time soliciting donations does not count.
16. **Political campaigns:** Working for a particular candidate will NOT count for Y.E.S. hours but working in a general "get out the vote" effort that doesn't promote one candidate or political party over the other will.
17. **Blood drives:** 1 donation = 1 hour
18. **Forms must be submitted within 6 months of date of service. Forms submitted beyond 6 months after date of service will not be accepted, hence not approved.**
19. **It is the responsibility of the students to ensure the non-profit status of the organizations before volunteering at those places for Y.E.S recognition.**

Note: any question as to whether or not certain hours are acceptable is determined by the school and not by the volunteers, parents or organizations providing opportunity.