

Huskie Community Service Alliance Guidelines 2023-2024

HCSA

1. You may not receive any money, payment, or academic credit for class assignments for any of your services. You may not perform your service hours for any family member, neighbor (i.e. babysitting, shoveling snow, etc.) or political candidate. Any service hours completed through a Reno High or outside club/organization (Key Club, Cheerleading, Leadership NCL, Eagle Scouts, etc.) may be counted as long as the charitable organization is approved. Email or call the HCSA liaison if you have questions about which hours count - when in doubt, ask!
2. In order to qualify for a Reno High School letter you must have at least 15 volunteer hours recorded during the fall and spring time periods. You may only count a maximum of 45 hours of service during each of the three time periods, summer/fall/spring (meaning you can't do all 75 hours in one time-frame). Total hours of service completed at the spring deadline(s) must equal 75 or more. Take advantage of the summertime to make this goal more attainable!
3. Only 40 hours may be volunteered with one organization or agency; therefore, you must work with at least two different organizations. In addition, only 25 hours may be counted during any one-week period throughout the year (Mon-Sun). For example, if you go on a week-long mission to build homes in a third-world country, you may only count 25 hours for this time.
4. You must read through this packet entirely, and sign and return the HCSA contract via email to renohcsa@gmail.com to enroll. If you do not have access to a scanner or smart phone, the signed contract may be placed in the HCSA folder located in the College and Career Center at RHS. Contracts must be received by the HCSA liaison prior to recording hours.
5. The HCSA is paperless! In order to receive your letter you must log your hours regularly on the HCSA volunteer tracking site, which can be accessed through renohcsa.com by clicking on the "record hours" button. After you set yourself up as a new user, you can download the Track It Forward smartphone app. It's simple!
6. Along with your hours a simple essay is due at the end of the year after you have finished your 75 hours and by the May 15th deadline. The essay is a simple 1 page essay describing your volunteering experiences during the year. Upon completion of hours the essay can be emailed to renohcsa@gmail.com

7. All community service agencies must be entered into the website by the HCSA liaison. There are many organizations currently listed, but it's certainly not inclusive. If you have an organization that you would like to add, please email renohcsa@gmail.com with the following information:

- Name of Organization
- Contact Name/Phone/Email
- Is the organization a registered 501c3 nonprofit?
- The mission/goals of the organization

8. Summer hours will be due on Monday, August 14, 2023. First semester hours will be due after winter break, and second semester hours along with the required essay, will be due on May 15th. Remember that recording of volunteer hours is strictly on the honors system, however, a volunteer agency contact name (the person you worked for or with) and his/her phone number must be provided in the notes section with each submission. Also, a brief description of what you did during your time volunteering must also be included in the notes section. Random checks WILL be made throughout the year. Essays will also be submitted electronically to renohcsa@gmail.com. Community Service letters will be awarded at the end of the year. Letters earned in subsequent years will be awarded in form of a gold bar to attach to your original community service letter.

9. Scholarship Eligibility: Seniors, the HCSA scholarship is now part of the Reno High General Scholarship application. There is no longer a separate application. Please be aware of the Reno High scholarship deadlines.

HCSA 2023-2024 Important Dates

- May 16, 2023 – 2023-2024 Program Opens
- August 14, 2023 - Summer Hours DUE (45 max)
- End of Winter Break - Fall Hours DUE (15 min/45 max)
- May 15, 2024- Spring Hours AND Essays (for anyone wanting to earn a letter) DUE (15 hours min/45 max)

Put these dates on your calendar now!
You must be responsible and self-directed to meet all the deadlines.

RenoHighHCSA.com