

GUIDELINES FOR EVALUATING SAIF FORMS

CHARACTER/LEADERSHIP

1. If the candidate has been suspended while at Carver or any other high school, they must respond, it should be reported to the committee by their grade level administrator. Failure to report a suspension will disqualify the candidate.
2. If the candidate has been sent to the office for disciplinary reasons while at Carver or any other high school, they must respond, it should be reported to the committee by their grade level administrator. Failure to report may disqualify the candidate.
3. The candidate must record the number of days they have been absent and tardy since they have been at Carver. This data can be found on the candidates' report cards. **On an attachment, they must explain any absences / lateness's of more than five days.** Failure to report may disqualify the candidate.

SERVICE

1. A candidate must have been involved in **at least THREE** school and/ or community activities in **THREE different categories** (see #2) which benefit others and for which they do not receive compensation. These activities must have been completed during high school.

The Student Activity Information Form has four categories for students to record service: (1) Co-curricular, (2) Service within the Community (3) Service Within the School and (4) Leadership. Service hours must be earned in three of the four categories

2. These are hours that the student has donated over and above the **75 Student Service Learning** hours required for graduation. **These hours have to be in excess of your 75 service learning hours and must be properly documented prior to submittal of application in accordance with Baltimore County Public School policy and Carver Center's NHS By-Laws.**

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3. Students must acquire the needed hours based upon their grade level as follows:
 - grade 10 – a minimum of **30 HOURS in THREE categories**, with at least 10 HOURS in each of the THREE categories
 - grade 11 – a minimum of **51 HOURS in THREE categories**, with at least 17 HOURS in each of the THREE categories
 - grade 12 – a minimum of **72 HOURS in THREE categories**, with at least 24 HOURS in each of the THREE categories
4. If a signature cannot be obtained a phone number and mailing address must be provided in order to validate the activity.
5. Some activities involve much more than 10 hours and can only be used in one category.
6. Student's time estimates are evaluated for reasonableness. For example, if the candidate reports 10 hours on the Renaissance Festival is reported, remembering that the Festival is only three hours long, the applicant must explain the excess hours
7. The candidate cannot record the same activity in two or more categories.

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ACTIVITIES- Examples not an all inclusive list

A. SERVICE WITHIN THE COMMUNITY

- serving/working in a soup kitchen or shelter
- serving as an acolyte/altar person in church
- Boy/Girl Scouts
- community theater/ dance, etc. (not lessons alone)
- church/synagogue youth group activities
- participation in volunteer group projects (e.g.: Amnesty International, Greenpeace, etc.)
- specific community-based Key club projects

B. SERVICE WITHIN THE SCHOOL

- morning/afternoon announcements
- teacher/office/library/nurse's aide
- greeting/working at the Carver Open House
- greeting/working during auditions
- some specific Carver-based Key club projects

C. SGA/CLUBS/CLASS

- representative/officer
- class officer
- recycling club
- F.B.L.A.
- Mock Trial
- forensics team
- S.A.D.D.
- It's Academic
- Chess Club
- Step Squad
- Future Teachers of America
- Anime club
- Italian Exchange
- Key Club
- Black Awareness Club
- Spirit Club

D. ART/MUSIC/DRAMA

performance in any of the following provided that there is no class credit received:

- Carver play/musical
- dance recital
- concert
- coffeehouse
- Renaissance Festival (includes face painting)
- Black History Month assembly
- choir (if not a class)
- gospel choir

E. PUBLICATIONS

- *Catalyst*
- *Portfolio*
- *Synergy*

F. SPORTS

participation as a player/manager/timer/scorekeeper, etc. in any of the following:

- baseball
- basketball
- cross country
- field hockey
- golf; lacrosse
- soccer
- softball
- tennis
- volleyball
- wrestling

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OTHER NOTES:

- Cosmetology students who do makeup, hair, etc. at the Baltimore Opera Company, Channel 36, etc. may earn community service points for those activities provided that they are done AFTER school hours and not used to fulfill an academic requirement.
- Performing service (such as volunteer tutoring) at a school other than Carver does not count as service within the school, but it would count as community service.
- Ushering at plays or running the concession stand does not count as service because students are required to see the plays, and working provides the opportunity to see the play for free.
- Working as the tech. crew does not count as service if the student is enrolled in a tech. class because they receive course credit.
- Working as the tech. crew on other school productions does not count as service because the students are given payment for their services.
- Taking lessons (dancing/singing, etc.) does not count as service because you are receiving the direct benefit (self-improvement) rather than someone else. Likewise, participation in band camps, sports camps, summer workshops, etc. does not count because it is self-improvement rather than service.
- Working on behalf of a relative does not count as service.
- If you work an event and it is not required/ part of your grade for your course or you do not receive compensation please make sure to note that it is volunteer work.
- These are examples and is not an all inclusive list of activities that do or no not count.