



WAUKEE SILVER CORD

Handbook

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OVERVIEW

Mission Statement

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

When can I begin?

The Silver Cord Program recognizes students for community service during their high school years. All students from the **Class of 2017** are eligible to earn silver cord hours between May 1 of the freshman year and April 30 of the senior year.

Example: The Class of 2017 can earn hours between May 1, 2015 and April 30, 2017.

Students will be recognized at 25, 50, 100 and 150 hours. Students volunteering 150 hours by April 30 of their senior year will have the distinct honor of wearing a silver cord during their graduation ceremony.

All students from the **Class of 2018 and beyond** are eligible to earn silver cord hours between November 15 of the freshman year and April 30 of the senior year. Example: The Class of 2018 can earn hours between November 15, 2014 and April 30, 2018. Students will be recognized at 25, 50, 100 and 175 hours. Students volunteering 175 hours by April 30 of their senior year will have the distinct honor of wearing a silver cord during their graduation ceremony.

GETTING STARTED

Waukee Silver Cord does not use a pre-approval form, however all volunteer service hours must be performed through a non-profit (501c3) agency or affiliated organization. When in doubt please contact the silver cord coordinator. For your convenience, approved volunteer opportunities are posted at the Silver Cord office, on the Waukee Silver Cord Facebook page, Twitter, and linked to the school announcements and Waukee website.

The first step is to find an activity that interests you. Use the provided contact person's information and set up your volunteer job. Volunteer! Next, complete the WHS Silver Cord Award form (one form per activity!), answer the questions and collect all signatures. Return the silver cord form. Keep track of your silver cord hours in PowerSchool.

High School Students

Silver cord forms can be picked up in the silver cord office or printed from the Waukee website www.waukeeschools.org/our-district/community-education/silver-cord-program.

Return completed forms to silver cord office. *The silver cord coordinator works part-time hours. Forms may also be dropped off in the principal's office. They will be placed in the silver cord coordinator's mailbox.

Prairieview & Timberline Students

Silver cord forms can be picked up in the main office or printed from the Waukee website www.waukeeschools.org/our-district/community-education/silver-cord-program.

Return completed forms to the main office. *The silver cord office is located at the high school. The coordinator works part-time hours. Students may email, call or set up an appointment at Prairieview or Timberline, if needed.

Silver Cord Office Hours

Monday-Friday 8:45 AM to 12:45 PM.

The office is closed during all school breaks, with limited availability via email.

Silver Cord Coordinator

Casey Condon-Yu

515.987.2726

ccondonyu@waukeeschools.org

ACCEPTABLE/NON-ACCEPTABLE SERVICE ACTIVITIES

Volunteer service hours must meet a clear need, and be performed through a non-profit (501c3) agency or affiliated organization. Exceptions are made for nursing homes, and some daycare center opportunities. If you believe there is cause to request an additional exception the Silver Cord Faculty Advisory Team must approve the activity *in advance*.

Waukeee Community School District Volunteer Hours

Volunteering for the WCSD includes all K-12 buildings, the district office and Waukeee Community Education Department programs. Please keep in mind:

- Not all WCSD activities are approved silver cord hours.
- Students are *not required* to volunteer for the WCSD.
- Students may choose to earn *up to half* of their total silver cord hours volunteering for a WCSD organization as long as:
 - No varsity letter, school credit or grade is given.
 - The work is above and beyond what is expected.
 - The student or organization the student belongs to does not receive financial or other compensation. This includes but is not limited to revenue from direct sales, fundraisers or donations.
 - An exception is if the school organization donates the profits (less expenses) to charity. This exception should be approved in advance.

EXAMPLES OF NON-ACCEPTABLE SERVICE ACTIVITIES

Include but are not limited to:

- Babysitting, yard work, or helping individuals (related or non-related).
- Participation in self-improvement workshops, clinics.
- Service which is part of an academic, court ordered, or discipline requirement.
- Service that takes place during a student's academic day.
 - If you have a free block, please indicate this on your SC form.
- Travel, meals and breaks should not be included as service hours.
- Music or athletic practices
- If the student, or community organization the student belongs to, receives financial or other compensation. This includes but is not limited to revenue from direct sales, fundraisers or donations. Exceptions to this policy may be permissible with *prior approval* from Silver Cord Faculty Advisory Team.

RELIGIOUS SERVICE

Silver Cord hours may not be directly involved with the 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, alter service, etc. Accepted religious activities include, but are not limited to; mission trips, teaching or assisting with weekly bible school, vacation bible school, confirmation class, babysitting during religious services, special projects such as recording/videotaping a service.

When in doubt, it is always best to ask for pre-approval! ☺

RECOGNITION

Each term the silver cord program recognizes students that have reached the 25, 50, 100 and 150 hour milestone (Class of 2017) or 175 hour milestone (Class of 2018 and beyond). Students are recognized amongst their peers in Advisory, in the Waukee Community School District announcements, and as indicated below:

25 hours = Name is included on the Silver Cord Recognition Board.

50 hours = Students receive a free “Silver Cord” window cling. Parents may purchase a “Proud Parent of a Silver Cord Volunteer” window cling for \$5:



100 hours = Students receive a Silver Cord Certificate signed by the school principal.

150/175 hours = Students are recognized at Senior Awards night and given a letter signed by the Superintendent, the High School Principal and the Silver Cord Coordinator. Students receive the silver cord on graduation day and have the distinct honor of wearing it over their graduation gown during the ceremony. Silver cords are provided by the Waukee Community Education Department. Students keep their silver cord to remember the people they have served and the experiences gained as a silver cord participant.

ADDITIONAL SILVER CORD FACTS

Summer Service

Students may print the Silver Cord Award form year-round by visiting the Waukee School District website. Students will keep completed award forms until they return to school in the fall. *Summer service hours are due September 15.* Hours will not show in PowerSchool until late September.

Transfer Students

Transfer students may still earn a silver cord at graduation. Total hour requirements will be prorated based on the date of enrollment at Waukee High School. Please notify the Silver Cord Coordinator if you are a transfer student.

How can I find silver cord opportunities?

Students may complete silver cord hours for any non-profit (501c3) organization. For your convenience, a list of approved silver cord hours can always be found linked to your school announcements, as well as the locations listed below.

Facebook	facebook.com/WaukeeSilverCord
Twitter	@whssilvercord
Website	waukeeschools.org/our-district/community-education/silver-cord-program/

How many silver cord hours do I have?

Check PowerSchool to watch your hours add up. At the beginning of every school year it will take *several weeks* to enter all hours. Please hold all inquiries about summer hours until September 30. If you do not see your hours in PowerSchool at that time, contact the Silver Cord Coordinator. Thank you for your patience.

Deadlines

It is recommended that silver cord forms be turned in as soon as your service is complete. This allows the best opportunity for the silver cord coordinator to contact community members, verify hours and seek out additional information if needed.

Silver cord forms must be turned in by the designated dates below. Forms turned in after the dates below will not be approved. Reminders will be posted on social media and in the school announcements.

Date Volunteer Service Performed:	Return to the Silver Cord office no later than:
<i>1st day of school – Last day of class before Winter Break</i>	<i>Last day of class before Winter Break</i>
<i>1st day of Winter Break – Last day of school</i>	<i>Last day of school</i> <i>*SENIORS Forms are due APRIL 30!</i>
<i>Summer Break</i>	<i>September 15th of the following school year</i>

Scholarships

The Silver Cord office is available to provide letters of recommendation or verification of community service for college admission, scholarship applications, or other applicable opportunities.

No one is more cherished in this world than someone who lightens the burden of another.
~Author Unknown