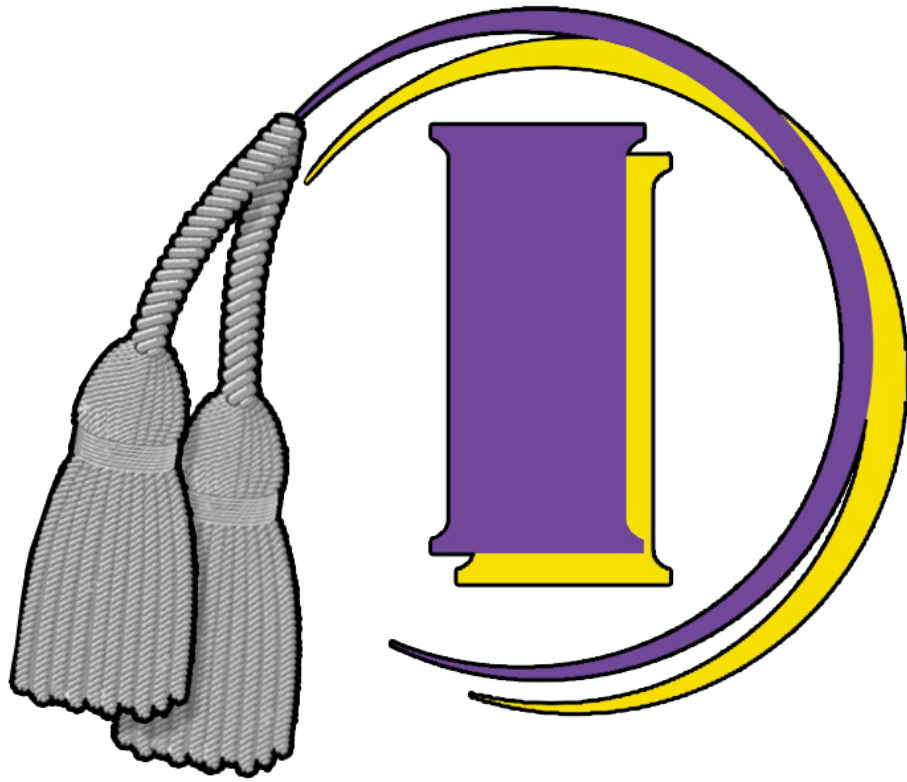


Indianola Silver Cord



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 2022 and beyond** are eligible to earn 150 silver cord hours between November 15 of their freshman year and April 30 of their senior year. Students in the Class of 2019 will be required to complete 40 hours to be eligible for a silver cord before graduation, as for the Class of 2020 with 80 hours, and the class of 2021 with 120 hours. 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.

GETTING STARTED

Indianola 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 on the Indianola Silver Cord Twitter and linked to the school announcements and Indianola 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 IHS Silver Cord Award form (one form per activity!), answer the questions and collect all signatures. Return the silver cord form. Keep track of your hours on the hour tracking form.

High School Students

Silver cord forms can be picked up in the guidance office or printed from the Indianola website:

Return Completed forms to the main office.

Silver Cord Coordinator

Jori Coghlan

(515) 961-9510 Ext.2103

jori.coghlan@indianola.k12.ia.us

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 Coordinator must approve the activity in *advance*.

Indianola Community School District Volunteer Hours

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

- Not all ICSD activities are approved silver cord hours.
- Students are *not required* to volunteer for the ICSD
- Students may choose to earn *up to half* of their silver cord hours volunteering for an ICSD 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 the Silver Cord Coordinator.

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 or 150 hour milestone. Students are recognized amongst their peers in advisory, in the Indian or community school district announcements, and as indicated below: Students that have reached the 25, 50, 100 or 150 hour milestone. Students are recognized amongst their peers in advisory, in the Indian or community school district announcements, and as indicated below:

25 hours = Students receive a silver cord certificate signed by the school principal

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

100 hours = Students are recognized in daily announcements for joining Silver Cord “100 hours club”

150 hours = Seniors are recognized at the senior awards assembly 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 there graduation gown during the ceremony. 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 Indianola School District website. Students will keep completed award forms until they return to school in the fall. Summer service hours are due September 15.

Transfer Students

Transfer students may still earn a silver cord at graduation. Total our requirements will be prorated based on the date of enrollment at Indianola 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 nonprofit parentheses 501(c)(3) 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/IndianolaSilverCord
Twitter	@IHSsilvercord
Website	indianola.k12.ia.us/

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 will not be approved.** Reminders will be posted on social media and in the school announcements.

Date Volunteer Service Performed:	Return to Silver Cord coordinator no later than:
<i>1st day of school - December 14th</i>	<i>December 14th</i>
<i>1st day of Winter Break - Last day of school</i>	<i>Last day of school</i> *SENIORS Forms are due APRIL 30!
<i>Summer Break</i>	<i>September 15th of the following school year</i>

Scholarships

The silver cord coordinator 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