

## WHAT IS COMMUNITY SERVICE?

**Community service** is donating your time, energy, and skills to a specific cause in your area that benefits a larger group of people. Successful completion of your community service project is **required to receive your Certificate of Completion** for the High School USA Program.

## WHAT IS MEANINGFUL SERVICE, AND HOW IS IT DIFFERENT FROM VOLUNTEERING?

**Your projects should focus on supporting and improving your community, and building relationships with its residents.** When choosing a project, think about what interests you and what qualities, abilities and skills you can put to use in your community. Not all types of volunteering count as Department of State community service. The difference is that community service should benefit a larger group of people. Ask yourself: When I do this project, **WHO** am I helping?

Community Service	Volunteering (NOT counted towards CIEE hours)
Environmental cleanup project	Doing housework, babysitting, or yardwork for your host family, friends, or neighbors
Community presentations about your country (except during IEW)	Casual conversations with friends and family about your country and culture.
Service through Boy/Girl Scouts, Key Club, Interact Club, National Honors Society, school service days, etc.	Attending meetings for groups, clubs, or sports teams
Volunteering at a local food bank	Donating your clothes to a local shelter
Watching a group of children during services at your local church, mosque, temple, etc.	Leading a sermon or teaching Sunday school
Working at a general voter registration drive	Advocating for a specific candidate or political candidate
Volunteering at a local animal shelter	Walking your neighbor's dog
Blood Drives, Food Drives, Clothing Drives	Any for-profit activity, or activity on behalf of a for-profit company or organization
Organizing an activity for the residents at a local nursing home	Having tea at your host grandma's house
CIEE host family recruitment or tabling events (but only up to 10 hours!)	CIEE host family recruitment beyond 10 hours
Concessions stands (selling food or candy at any event)	Participating in activities such as sports, theatre, or music through your school or community, including set building and timing at/setting up for a school sporting event.

## PROGRAM REQUIREMENTS & DEADLINES

Complete eight hours per semester for a total of 16 hours during your program year. You must record all volunteer work and submit them to CIEE via Mobile Serve to show that you have fulfilled your service hours.

- Submit at least half of your total required hours of service by **January 1**.
- Submit the remainder of your total required hours of service by **June 1**.
- January semester students: submit all required hours by **June 1**.

## HOW TO RECORD COMMUNITY SERVICE

- Record your hours as you complete them using the Mobile Serve app or website. **It is your responsibility to keep track of your hours that you have done.**
- If you have questions about if hours will count, email CIEE at [communityproject@cíee.org](mailto:communityproject@cíee.org) to ask.
- **We will not accept hours via email, only Mobile Serve.**

## WELCOME TO MOBILE SERVE

To submit your hours on Mobile Serve, click “Log Hours” on your homepage. Please find an example of the home page below.

**Step 1:** Click on the date displayed under “Activity Details.” The default option will be the current date. If you volunteered on a different day, please change the date.

**Step 2:** Enter how many hours you served that day.

**Step 3:** Type in what organization you worked for. Mobile Serve has a database that might already have your organization! If the database does not recognize the organization where you completed your hours, just type the organization name in completely in the ‘SERVICE ORG’ text box.

**Step 4:** Pick a category from the drop down list.

**Step 6:** Enter a few sentences about what you did in the box that says "Please write a sentence or two describing what you did during your service hour(s)."

**Step 7:** Please enter your supervisor’s name and email address in order to ask them to verify your hours. If you’re using the app, you can have them sign your phone screen instead.

### Verification

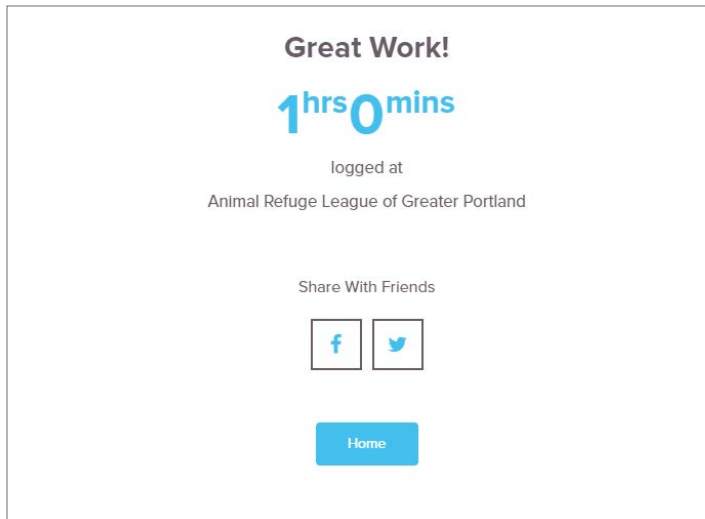
#### Loop In Your Leaders

Enter your supervisor's name and email, and we'll contact them to confirm your hours.

Supervisor Name

Supervisor Email

## MOBILE SERVE INSTRUCTIONS



**Step 7.** You can also attach your location to verify where you did the work if you're doing it from the Mobile Serve app.

**Step 8:** You can attach photos of yourself volunteering!

**Step 9:** Click Submit Hours.

## IMPORTANT MOBILE SERVE NOTES

Your approved hours will show on your Mobile Serve homepage.

To check your progress towards your program community service goals, click on the Activity Tab.

Hours that are not approved by CIEE will be marked with a red “x.” If hours are not approved, they will not count as Community Service towards your goals. If your hours are approved, they will have a green check mark. If your hours are still pending approval, there is nothing.

The screenshot shows the mobile app interface for 'Community P'. On the left is a navigation menu with options: HOME, ACTIVITY (highlighted), FRIENDS, OPPORTUNITIES, PHOTOS, SERVICE RESUME, and DASHBOARD. The main content area is titled 'GOALS' and features a progress bar for 'CIEE HIGH SCHOOL EXCHANGE' showing 'Total Hours' with a 5% complete bar and '10/20 Hours Served'. Below this is a section titled 'YOUR ACTIVITY' with a table of activities:

Hours	Activity Name	Status	Date
1.0 Hours	Animal Refuge League of Greater Portland	Approved (Green checkmark)	9/8/21
1.0 Hours	CIEE Council on International Educational Exchange - Portland, ME	Approved (Green checkmark)	8/1/21
1.3 Hours	CIEE Council on International Educational Exchange - Portland, ME	Not Approved (Red X)	10/28/19