

## ACA Volunteering Guidelines

Read all the guidelines listed below before signing up for available  
volunteering opportunities on campus or off camps

Use [this form](#) to signup for on-campus activities

1. All services must comply with the policies outlined in the ACA Code of Conduct and Handbook and general Islamic Guidelines.
2. Student volunteer service hours may be earned in both the school and/or the community, if they adhere to the guidelines outlined in this policy.
3. Services for which a student or an organization that a student belongs to receives financial/or other substantial compensation will not be counted. This would include revenues from ticket sales or donations. For example, participation in a car wash sponsored by a club would not count as community service. An exception to this guideline would be if the organization is donating the profits (less expenses) to a bonafide charity.
4. Hours can be earned through volunteering for assisting in setting up events for teachers such as 3rd Grade's Living Museum or 5th Grade's Science Fair.
5. A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. For example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a drama club production and earn hours.
6. Practice time for ACA Athletics will not count as volunteer hours.

7. Service learning hours documented for community service as part of non-credit granting workshops, programs or conferences will count as volunteer service.
8. Fundraising activities for non-profit charities will count as volunteer service hours such as Helping Hand Relief & Development or Islamic Relief.
9. Volunteering at events or programs sponsored by governmental agencies will count.
10. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.
11. Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a doctor, lawyer or dentist only when “pro-bono” work is being performed.
12. Service performed on staff at non-profit athletic such as ACA basketball home games will count towards volunteering hours.
13. After-School and In-School tutoring will count as volunteer hours. However, the tutoring sessions cannot take place during any of the tutor’s academic classes.
14. Service hours will be awarded for students volunteering on political and issue campaigns. To receive service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive service learning hours for volunteering on the political campaign of a school board employee or in school board elections. Students are not eligible to receive service learning hours for campaigning or being engaged in political activities during the school day and on school campuses.
15. Students may receive volunteer hours for helping at their local Masjid.
16. In general, service rendered directly to a for profit institution or organization will not count. Volunteering at a “For Profit” summer camp does not qualify for service learning.

Please note that the collection of a fee does not determine the “Not For Profit” status. The State of AZ issues a 501(c)(3) certificate to “Non Profit” organizations.

17. A student may receive service hours credit for the time donating blood at an off-campus facility or after school.

18. Service for a student’s family or family business will not count.

19. Service performed as the result of disciplinary action taken by the school or the courts will not count.

20. Participation in campus or competitive activities such as athletics, plays, debate meets, etc. will not count.

21. Service performed as an academic requirement will not count.

22. Babysitting, or similar services, performed for an individual family, will not count, even if it is done on ACA’s campus. Babysitting services for school related activities will count.

23. Volunteer hours may not be certified by a family member or fellow student

24. The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs.

**Volunteer Opportunities on Campus ( us [this form](#) to signup)**

- Organizing a donation drive
- Helping a teacher file paperwork (not grading)
- Campus Beautification

- Parking Lot Duty (for 11th and 12th graders)
- Helping Set Up for Friday Prayer
- Assisting Ms. Helen
- Organize and clean the computer lab periodically.
- Read stories to Montessori students.
- Help Elementary teachers with organizing the class, stationary work, etc
- Classroom Help Supervision