

# The Delaware Volunteer Credit

## Delaware Code Chapter 89A, Section 8901 A. & 8902A.

- Established by the Delaware General Assembly in 1998, allows students grades 9-12 to earn 1 elective credit towards graduation upon completing 90 hours of community service. Hours should be served in 2 semesters (45 hours each semester). The semesters **do not** have to be consecutive. Summer hours can be added to either Spring or Fall semesters. A student can only receive the credit one time in their high school career.
- Hours must be performed outside the student's regularly scheduled school day. Volunteer hours completed as part of a service group requirement *may also be used* towards the Delaware Volunteer Credit (DVC).
- Volunteer activity cannot be political or advocacy in nature. Valid volunteer service must not include inherently religious activities such as religious worship, religious instruction, or religious proselytizing. Service performed at or with a faith-based organization must have a secular purpose and meet a recognized need in the greater community. Examples: Time spent teaching bible school at a church camp would not be valid for the DVC. Whereas, leading nature activities at a summer camp hosted by a church open to the broad community would be valid service for the DVC. Also, helping sort coats for a church-sponsored community clothing closet would be valid for the DVC. Sites must be approved by the Office of Volunteerism. Those not previously approved will be contacted to research their ability to meet the criteria for the credit. See the DVC Frequently Asked Questions for more examples of valid service.
- A student may not earn ½ credit for 45 hours of services. Only full credits are awarded.

### 4 Key Components

This program can be structured in any way that works for the school but should include:

#### 1. Locate a non-profit volunteer site.

If the student is already volunteering, contact the Office of Volunteerism at 1-800-815- 5465 to make certain the site meets the criteria. Service hours beginning in the summer prior to the student's freshman year are valid. If the student is looking for a site at which to serve, have them log onto [www.VolunteerDelaware.org](http://www.VolunteerDelaware.org) and search using key words, issue area, or zip code.

#### 2. Keep track of student service hours.

This can be done on the enclosed log sheet or one from the site, a notification on the agency's letterhead, or using a Completion Verification Form which can be downloaded at [www.state.de.us/dhss/dssc/volresctr.html](http://www.state.de.us/dhss/dssc/volresctr.html). The signature of an agency representative is required to verify the hours. **The student is responsible for the tracking of hours, and submitting completed hours to the school representative.**

#### 3. Accept documentation of completion of the 90 hours of service.

Once the student has submitted verified 90 hours of service to the school representative, the representative should:

- A. **Notify the Office of Volunteerism to issue Certificate of Recognition:** Please use the enclosed Completion Verification Form or submit a letter that includes all of the following: Student's Name, Address, School and Grade, Total Number of Hours Served, Agency(ies) where community service was performed, Dates of Service, and Signature of School Counselor/Official.

*Note: Deadline for submission of Verification Form (or letter) is April 15 (postmark or fax date). If April 15 falls on a weekend, the deadline is extended to the following Monday.*

*Volunteer Resource Center mails Certificate to school principal in mid-May.*

- B. **Process Delaware Volunteer Credit:** Upon receipt of the certificate, the school should use its normal process to affix the Credit to the student's academic transcript.

*Note: Service requirements, such as internships performed in conjunction with classwork that results in the receipt of an academic credit, may NOT be counted as service hours toward completion of the DVC. Service hours accumulated as a result of membership in service clubs (Key Club, 4-H) or Societies (National Honor) MAY be counted toward the Credit.*

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State Office of Volunteerism

#### 4. Presentation of Certificate of Recognition to student, preferably at a school awards event

Office of Volunteerism  
1901 North Dupont Highway, Charles Debnam Bldg.  
New Castle, DE 19720 1-800-815- 5465 (FAX) 302-255-4462

## The Delaware Volunteer Credit

### Sample Procedure for Student

- Meet with counselor to go over program and get the necessary forms. Sample forms might include: Service Contract, Volunteer Hours Log, Completion Verification Form. These can be downloaded at [www.state.de.us/dhss/dssc/volresctr.html](http://www.state.de.us/dhss/dssc/volresctr.html)
- Log onto [www.VolunteerDelaware.org](http://www.VolunteerDelaware.org) for referrals to a volunteer site or contact the Office of Volunteerism to verify that current site of community service meets the Delaware Volunteer Credit requirements.

Office of Volunteerism  
**1-800-815-5465**

- After completing 90 hours of service, student should submit required verification of service hours to his/her counselor.
- Counselor will send appropriate forms verifying completion of the hours to the Office of Volunteerism. (Completion Verification Form, letter, etc.) by April 15. *If April 15 falls on a weekend, the deadline is extended to the following Monday.*
- The Office of Volunteerism will send the student's Certificate of Achievement to the school for presentation to the student, perhaps at the spring awards assembly.
- Upon receipt of the certificate, the school will assign the Delaware Volunteer Credit to the student's transcripts through its internal process. A copy of the Delaware Volunteer Credit certificate will be kept with the student's transcript.

While the State Office of Volunteerism accepts verification forms for review throughout the year, please note that:

- 1) The Credit is only processed one time per year (April 15).
- 2) Only documentation of 90 hours or more should be submitted.

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# ***Delaware Volunteer Credit Program***

## **Student Contract**

(\*Optional – For Counselor Records)

I, \_\_\_\_\_, Grade \_\_\_\_\_ at \_\_\_\_\_,  
(Student's Name) (School Name)

agree to participate in the following community service activities:

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I will report to \_\_\_\_\_ to perform the above listed services beginning  
(name of agency/site)  
beginning \_\_\_\_\_ on the following:  
(date)

Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
Date

Phone: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_  
Date

Phone: \_\_\_\_\_

School: \_\_\_\_\_

School Official Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

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Site Supervisor: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Date: **TOTAL HOURS:** \_\_\_\_\_



Delaware Health & Social Services  
 Division of State Service Centers  
 State Office of Volunteerism

**Questions?**  
**Contact: The Office of Volunteerism**  
**1-800-815-5465**

**Delaware Volunteer Credit Program  
 Completion Verification Form**

Student	Grade	Home Address	Home Telephone # Alternative #
School/Address	ID #	School Official	Telephone # Fax #
Agency and Address  Served From _____ to _____ Date Date	Total Hrs	Site Supervisor  Date	Telephone #  Fax #
Agency and Address  Served From _____ to _____ Date Date	Total Hrs	Site Supervisor  Date	Telephone #  Fax #
Agency and Address  Served From _____ to _____ Date Date	Total Hrs	Site Supervisor  Date	Telephone #  Fax #
Agency and Address  Served From _____ to _____ Date Date	Total Hrs	Site Supervisor  Date	Telephone #  Fax #

**Submit by: April 15 (Postmarked)** *If April 15 falls on a weekend, the deadline is extended to the following Monday.*

**MAIL TO: Volunteer Resource Center  
 State Office of Volunteerism  
 1901 North DuPont Highway  
 Charles Debnam Building  
 New Castle, DE 19720  
 Phone: 1-800-815-5465 FAX: (302) 255-4462**

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