

Community Service Procedures

Explanation of Community Service Event forms and how the procedure is currently being implemented.

Listings of Community Service and Future Events along with the sign-up sheets will be in a Service Binder located in each of the NJROTC classrooms. It is the Cadets job to sign up for an event they wish to participate in. These are only to supplement the hours they made need. The Cadets need to look outside of the school for other Community Service Opportunities.

When a Cadet has finished volunteering for a Participation, Unit, or Community Service Event, they are to have their documentation form filled out completely and signed by the appropriate person. On the subject part of the form, circle what these hours are to be counted towards. The Cadet will then place the forms in the folder set aside for incoming service sheets which are located in each of the JROTC classroom or hand them in to their appropriate Naval Science Instructor. It is suggested that the forms are to be turned in as soon as possible.

If the Cadet does Service hours that is spread out or accumulated on numerous days, the last date that the service is finished and has been finally signed is the week that the form should be handed in.

The Administration Officer will collect the forms from the folders and enter the information into the units JUMS Program. They will mark the forms "done with the date" or "no credit" and then will be returned back to the Cadet. He/she will then place the forms in their own SRB - Service Record Binder, located in the classroom. This will give them an opportunity to check their hours at any time.

To differentiate between what the volunteer hours are towards:

COMMUNITY SERVICE: you are volunteering to help people in the community without pay. Example- Senior Centers, Park Systems, Library, Camps, Soldiers, the Handicapped.

PARTICIPATION: you are volunteering to help the school out. Example- Freshmen Orientation, Back to School Night, Sporting or School Events.

UNIT: you are volunteering to help the JROTC Program directly in one way or another. Example- Open House, Bagging at Shop-Rite, Colts Neck's Drill Competition,

To earn a ribbon or a star for each of these events, the Cadet needs to volunteer in any three events for a total of nine hours.

When volunteering for a school event, even though a Cadet puts his/her name on a signature sheet, they will still need to have documentation form filled out. Have the Coordinator, Master Chiefs, or Major sign it. This will also be kept in their SRB. If you have any other questions, the Cadet may ask any NJROTC Instructor or you may email Shirley at rsta520@aol.com or Judy at mjnbarch@optonline.com