



**NEW ORLEANS**  
**MILITARY & MARITIME**  
**ACADEMY**

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CS  
23 May 22

From: New Orleans Military Maritime Academy  
To: New Orleans Military Maritime Academy Parents/Guardians

Subj: **COMMUNITY SERVICE HOURS GUIDELINES**

1. This letter serves as a guideline for community service hours that must be performed by Cadets of New Orleans Military Maritime Academy. It specifically addresses community service for grades 9<sup>th</sup> thru 11<sup>th</sup>.

2. All Cadets are required to accumulate 80 **community hours by the time of graduation in order to earn** a Community Service Diploma Endorsement by the Louisiana Department of Education as outlined below:

9<sup>th</sup> grade - 20 hours  
10<sup>th</sup> grade - 20 hours  
11<sup>th</sup> grade - 20 hours  
12<sup>th</sup> grade - 20 hours (Senior project, which is addressed in detail during a Cadet's junior year)  
TOTAL - 80 hours

3. The service hours year for record begins the day after the last day of each current school year and ends the last day of each current school year. **12<sup>th</sup> grade Cadets are required to complete 20 Service hours to coincide with a senior project in order to be eligible for graduation.** The Senior Project will be announced to all 11<sup>th</sup> graders yearly during the 2<sup>nd</sup> semester of school. Senior project community service hours are entered on special forms which are located here:  
<https://nomma.net/files/galleries/ComServDiplForm-0001.pdf>

4. Community Service Hours completion is encouraged to coincide with the Academy's Marine Corps JROTC program. Other avenues to complete these hours can be through local agencies such as Second Harvest Food Bank, Red Cross, SPCA, March of Dimes, Toys for Tots, local Churches and Parish governments.

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5. Preapproval to perform hours with organizations other than what are listed, is required for record. For underclassmen, a community service hours form must be filled out and turned into the MCJROTC office when hours are completed. Please forward all questions, correspondence or request for event preapprovals to GySgtReyes@nomma.net or call 504-579-2628.

F. P. REYES  
GySgt USMC (Ret)

# NEW ORLEANS MILITARY AND MARITIME ACADEMY

## COMMUNITY SERVICE HOURS FORM

The Community Service Hours Program is a voluntary program of the New Orleans Military Maritime Academy. A minimum of 80 community service hours is required for recognition at graduation and on the Cadet's diploma. The 80 hours must be completed by April of the Cadet's senior year.

School \_\_\_\_\_ Date submitted to school \_\_\_\_\_

Cadet;s name \_\_\_\_\_ Grade: \_\_\_\_\_  
(Print Cadet's Name)

Agency \_\_\_\_\_ Type of agency (Circle one)  
(Where service was performed) School Community Government

Describe service(s) provided:

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Date(s) of service: \_\_\_\_\_

Location of service: \_\_\_\_\_ # of hours performed \_\_\_\_\_

Signature and title of adult who supervised the service hours:

\_\_\_\_\_  
(Signature) (Title)

If other than school, phone number for verification: \_\_\_\_\_

Signature of Cadet's parent/guardian: \_\_\_\_\_

Signature of Cadet to verify he/she did the work: \_\_\_\_\_

Principal/SMI/Community Service Coordinator signature of approval: \_\_\_\_\_

Community Service hours are recorded into the Merits roster and on the Cadet's individual cadet record every nine weeks and can meet requirements for graduation recognition and other needs requested by universities and other institutions.