



NEW ORLEANS
MILITARY & MARITIME
ACADEMY

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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.

2. In order to receive the **Louisiana Department of Education (LDOE) Community Service Endorsement** seal on the NOMMA Graduation Diploma, cadets must complete **80 hours of community service**. It is recommended that cadets complete at least 20 hours of service during each grade-level year to accumulate 80 total hours required for the endorsement seal. The recording period for grade-level service hours begin the day after the last day of the previous school year and ends the last day of each current school year.

3. **All Seniors** must complete **20 hours of service** as their **Senior Project** and is a **NOMMA Graduation Requirement**. The Senior Project will count toward the 80 service hours required for the LDOE Community Service Diploma Endorsement explained above. The Senior Project will be explained to all 11th graders before the end of their junior year, and **may begin working on their project the day after their 11th grade year ends**.

4. Community Service Hour completion is encouraged to coincide with the Academy's Marine Corps JROTC program. The following organizations are highly recommended and have supported NOMMA's expectations for community service include: Second Harvest Food Bank, American Red Cross, Society for the Prevention of Cruelty to Animals (SPCA), Humane Shelter, March of Dimes, Toys for Tots, local Churches and Parish governments. Preapproval to perform hours with organizations other than listed above, is required to ensure the service hours will count for record.

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5. Turning in Community Service Hour Forms:

a. For underclassmen, forms may be turned into the Military Instructor, or directly to the MCJROTC Supply Office, in order for hours to be recorded for the Diploma Endorsement.

b. For Senior cadets, forms must be turned in to their LE-IV Military Instructor first so that the hours are recorded in fulfillment of the NOMMA Graduation Requirement. The MI's will then forward to the MCJROTC Supply Office so they are also recorded for the LDOE Diploma Endorsement.

6. For any questions, correspondence or pre-approval requests for community service hour activities, contact GySgt Reyes at gysgtreyes@nomma.net, and for seniors, contact your LE-IV Senior Military Instructor.

F. P. REYES
GySgt USMC (Ret)

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SUPPLY – Date Rcvd: _____ CSID: _____ Merits COMSRV
SENIOR PROJECT – Date Rcvd: _____ S/MI Initial: _____ Senior Tracker

NEW ORLEANS MILITARY & MARITIME ACADEMY COMMUNITY SERVICE HOURS FORM

The Community Service Hours Program has both a mandatory and voluntary component. All cadets must complete **20 hours of community service during their senior year**, as a NOMMA **graduation requirement**. In addition, cadets may earn an optional Community Service Endorsement seal on their graduation diploma from the Louisiana Department of Education if they complete a minimum of 80 service hours while at NOMMA (to include the 20 hrs. as a senior.) **The 80 hours must be completed by April of the Cadet’s senior year.**

Cadet’s Name: _____ Grade: _____ **MCJROTC Period:**
 Name of Organization: _____ Category (on back): _____

Date(s)	#Hours	Supervisor Signature
Total:		<i>Use a second form if more hours are completed with the same Organization & Category</i>

Describe service(s) provided:

ALL BLOCKS BELOW MUST BE COMPLETED

Adult Supervisor (Print name)	Adult Supervisor (Signature) X
Adult Supervisor Phone	Adult Supervisor Email
Cadet Name (Print name)	Cadet (Signature) X
Parent/Guardian (Print name) Relationship	Parent/Guardian (Signature) X
MI/SMI (Print name) Billet	MI/SMI (Signature) X

Community Service hours are recorded every nine weeks into the Merits roster, the cadet’s Individual Cadet Record, and Senior Graduation Tracker (if applicable) to ensure graduation requirements and recognition are met, as well as to fulfill other requests as needed by universities and other institutions.

Service Category Description and Examples of Activities/Organizations/Non-Profits

What does NOT count? Volunteering on your own to do good deeds for neighbors **does not qualify** for the Louisiana Department of Education (LDOE) Community Service Endorsement Seal on the Graduation Diploma. **What DOES count?** Qualifying hours **must be** completed through an **approved non-profit organization** that coordinates and supervises the volunteer service hour work in the categories below.

Examples:

- A. Painting your neighbor's house who is a disabled veteran does **NOT** qualify; however, volunteering with the non-profit organization "Paint Your Heart Out" that paints homes of disabled veterans for free (to include your neighbor) **DOES** qualify in Category 3 below. *Get your MI's pre-approval.
 - B. Volunteering to sweep the floors for free at your Uncle's barbershop does **NOT** qualify because it is for a for-profit business; however, if your Uncle sponsors a charity event to give homeless people free haircuts and you volunteer to sweep the floor and clean up, that **DOES** qualify under Category 10 below. *Get your MI's pre-approval.
1. **Animals.** Assist with education and support activities, including caring for animals, educating prospective owners, assisting with adoptions, and fund-raising.
 - a. Orgs: SPCA, Humane Shelter, Aquarium, Zoo, Animal Foster Programs, etc...
 - b. Examples: Cleaning cages and exercising animals at the SPCA or Humane Shelter.
 2. **Arts & Culture.** Assist with activities to promote and sustain the art and cultural events in the community including teaching music or art, giving tours at museums or homes, etc...
 - a. Orgs: Art Gallery, Museums, Cultural Centers, Community Bands, etc...
 - b. Examples: Rehearsing & performing in a Community Band. Volunteering at Art Gallery or Museum.
 3. **Community.** Participation in events such as painting, rebuilding, refurbishing, construction, and landscaping in a community. Local City or Parish Government office or activities.
 - a. Orgs: Habitat for Humanity, Paint Your Heart Out, Rotary Club, Boys & Girls Club or Scouts, Jefferson & Orleans Parish Parks or Libraries.
 - b. Examples: Cutting Lawns, Painting Houses, Roadside Trach Pickups, City or Parish park maintenance, Building Houses, etc... ***MUST be with a non-profit organization** & not just on your own.
 4. **Crisis Support.** Participation in fundraising & educational events to support individual crises such as home fires, death in families, job loss, etc...
 - a. Orgs: Children's Hospital, Make a Wish Foundation, Shriner's or St. Jude's Hospital, etc...
 - b. Examples: Volunteering at any of the organizations listed above.
 5. **Disaster Relief/Emergency/Safety.** Participation in fundraising and direct action events to support rebuilding of communities devastated by unexpected event such as hurricane, tornado, flood, etc...
 - a. Orgs: American Red Cross, Salvation Army, Jefferson & Orleans Parish Emergency Response, etc...
 - b. Examples: Volunteering with post-hurricane clean-up and supply distribution points. ***MUST be with a non-profit organized** and not just on your own.
 6. **Education/Literacy.** Participation in activities to support education including tutoring.
 - a. Orgs: Library Volunteer, Tutor, Coach, Referee, Host an Exchange Student, Volunteers of America, etc...
 - b. Examples: Volunteer Coaching or Referee with public parks sports leagues.
 7. **Environment.** Participation in activities, educational events focused on preserving the environment.
 - a. Orgs: Audubon Nature Institute, Louisiana Environmental Education Commission, Keep America Beautiful, Nature Conservatory, Green School, etc...
 - b. Examples: Volunteering with the above environmental non-profit organizations.
 8. **Faith-Based.** Participation in a service activity sponsored by a religiously affiliated organization or program.
 - a. Orgs: Church, Mosque, Synagogue, or Temple
 - b. Examples: Acolyte, Altar Server, Usher, Nursery, Church/Vacation Bible School, Mission trips, Retreat planning/counselor, community clean-up, etc...
 9. **Health, Medicine, Wellness.** Participation in fundraising and educational events to increase awareness about health concerns, medical needs, and improved wellness of community.
 - a. Orgs: American Cancer Society, American Heart Association, Candy Striper, Hospital or Clinic Volunteer, March of Dimes, Nursing Home, Hospice, etc...
 - b. Examples: Volunteering at a Hospital or Dialysis Clinic.
 10. **Homeless, Housing & Hunger.** Participation in fundraising and educational events to support individuals and families without homes or adequate shelter and food.
 - a. Orgs: Second Harvest Food Bank, Homeless Shelter, Soup Kitchen, etc...
 - b. Examples: Serving Holiday Meals, Packaging and/or Delivering Meals to needy.
 11. **Veterans & Military.** Participation in fundraising and education events to support retired or active duty military.
 - a. Orgs: American Legion, Veterans of Foreign Wars (VFW), Marine Corps League, Wounded Warriors
 - b. Examples: Toys for Tots.
 12. **Other.** Activities that enhance the well-being of others. Seek guidance and approval from your MI before you commit so that you know the service hours will or will not count.