

## **The Delaware Volunteer Credit General Information 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. The semesters do not have to be consecutive.
- Summer counts as a semester. Any combination of summer, fall or spring semesters is acceptable.
- 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.
- 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.
- Sites must be approved by the State Office of Volunteerism. Those not previously approved will be contacted to research their ability to meet the criteria for the credit.
- 1 elective full credit is awarded for a minimum of 90 hours. Earning a ½ credit is not an option.

### **4 Key Components**

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

- If the student is already volunteering, contact the State Office of Volunteerism 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), create a free account and then search using key words, issue area, or zip code.

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

- This can be done using 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 submitting the documented volunteer hours to the school representative (usually the guidance counselor).

#### **3. Documentation.**

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

- 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.
- 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.
- Service requirements, such as internships performed in conjunction with classwork that result 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.

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

**Deadline for submission of Verification Form (or letter) is April 15th (postmark or fax date). If April 15<sup>th</sup> falls on a weekend, the deadline is extended to the following Monday. The State Office of Volunteerism will mail the Certificates to the school principal in mid-May.**

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DELAWARE HEALTH AND SOCIAL SERVICES  
Division of State Service Centers  
State Office of Volunteerism

If you have any questions, contact:

State Office of Volunteerism

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