

# 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. 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. See the attached Frequently Asked Questions sheet for examples of valid service.
- 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.
- Only a 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 at 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. Accept documentation of completion of the 90 hours of service.

Once the student has submitted the 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 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.**

- 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 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

Revised 11/12/15



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

**If you have any questions, contact:**

**State Office of Volunteerism**

**Kent County (Phone) 302-857-5006 (Fax) 302-857-5041**

**New Castle County (Phone) 302-255-9899 (Fax) 302-255-4462**

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## 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, and 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.
- 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 State Office of Volunteerism. (Completion Verification Form, letter, etc.) by April 15th. *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 (deadline for submission is April 15th).
  - 2) Only documentation of 90 hours or more should be submitted.

Revised 11/12/15



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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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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**DE Volunteer Credit Program  
Volunteer Hours Form**

(Optional – For use by student at service site)

Name of Volunteer: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

Date	Time Arrived	Time Left	Volunteer Hours

Site Supervisor: \_\_\_\_\_

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

Agency Name: \_\_\_\_\_

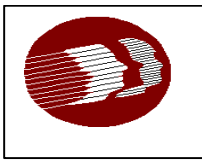
Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

**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	Total Hrs	Site Supervisor  Date	Telephone # Fax #
Agency and Address  Served From _____ to _____ Date	Total Hrs	Site Supervisor  Date	Telephone # Fax #
Agency and Address  Served From _____ to _____ Date	Total Hrs	Site Supervisor  Date	Telephone # Fax #
Agency and Address  Served From _____ to _____ Date	Total Hrs	Site Supervisor  Date	Telephone # Fax #

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

**MAIL TO: State Office of Volunteerism  
 1901 North DuPont Highway  
 Charles Debnam Building  
 New Castle, DE 19720  
 Phone: 302-255-9899 FAX: 302 255-4462**

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