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 PRIN

 12 Sep 13

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. All Cadets are required to accumulate 100 **community hours by the time of graduation**. These community service hours are to be accumulated yearly with a set goal of **25 hours per year**. The service hours year for record begins the day after the last day of each school year and ends the last day of each school year. **The 2013-2014 service hour period began on 25 May 2013 and will end 23 May 2014**. A total of 25 community service hours must be completed for grades 9th thru 11th within this period. 12th grade Cadets will complete 25 Service Learning hours to coincide with a senior project. The Senior Project will be announced to all 11th graders yearly during the 2nd semester of school.

3. Community Service Hours completion is encouraged to coincide with the school’s Marine Corps JROTC program. Other avenues to complete these hours follow:

 NOMMA Parents Organizational Events (NPO)

 Red Cross

 March of Dimes

 Toys for Tots

4. Preapproval to perform hours with organizations other than what are listed, is required for record. 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 504-227-3800.

 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 100 community service hours is required for recognition at graduation and on the Cadet’s diploma. The 100 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.