



## PROJECT H.E.L.P. – 2010 - 2011

### MINIMUM – REQUIRED OF ALL AREA REPS

- Area Reps must organize or coordinate 5 hours of community service for the students they supervise.
- Area Reps keep track of the hours and activities and enter them into EXITS.
- A 5-hour group project organized under the HELP guidelines will qualify as Project H.E.L.P. hours.

### PROJECT H.E.L.P. GUIDELINES

- Volunteer activities can begin as soon as the students arrive
- Volunteer activities should be completed by 4/20/11
- 5 - 20 hours of community service
- Area Rep or Regional Manager to *organize* a project or projects for a group of students under the sponsorship of ISE
  - Participate in a community event, such as a clean up or a fair or event
  - Volunteer with local social service/charity programs – food drives, soup kitchens, Toys for Tots, Habitat for Humanity, ASPCA
- Work with local organizations – Elks, Knights of Columbus – on their charitable fund raising activities.
- Create your own project – holiday baskets for nursing homes, Care Boxes for soldiers overseas, holiday parties for homeless/poor families, Lend-A-Hand kits for the homeless, Christmas Shoe Boxes for children.
- Project must be organized, such that advance notice and/or follow up coverage can be coordinated with the local media.
- The rep should take digital photos of volunteer activity that can be used for media releases, internal newsletters, and Gateways.
- The area rep must keep track of the participation – names, IDs, dates, activities, hours worked – and enter the hours and activities into EXITS.
- All hours are due by April 25<sup>h</sup>. Late submission of hours may result in students not being recognized with a certificate or t-shirt.
- Host family members and friends who join the student in the community service activities can also be recognized. Area Reps or Managers should send a HELP Hours Tracking Sheet to the Program Manager before April 25<sup>th</sup>.
- Certificates will be provided to volunteers, however many hours they worked. Those volunteering 20 hours or more will also receive a t-shirt. Those volunteering over 100 hours will receive the Presidential Service Award.