



BRUMMANA HIGH SCHOOL
COMMUNITY SERVICE PROGRAMME

Academic Year 2026–2027

1. PROGRAMME OBJECTIVES

At Brummana High School, we aim to develop in every student a **lifelong commitment to helping and serving others**.

Our Community Service Programme provides students with meaningful opportunities to:

- Develop **empathy, compassion and respect** for others.
- Understand the needs and challenges of different communities.
- Take responsibility and contribute positively to society.
- Develop **leadership, teamwork, communication and organizational skills**.
- Support causes and organizations that are meaningful to them.
- Connect the values of service with everyday life.
- Become responsible and active members of the BHS and wider community.

Community service is not simply about completing hours. It is about developing a spirit of service and making a meaningful contribution to others.

2. COMMUNITY SERVICE GRADUATION REQUIREMENT

Upper School students are required to complete a **minimum of 200 approved community service hours over six years of study** in order to meet the BHS graduation requirement.

Students who join BHS at a different grade level will be expected to complete the appropriate proportion of the **200-hour requirement**, according to their remaining years at BHS.

BHS Annual Community Service Requirements

Grade	Minimum Community Service Hours
Grade 7	20 hours
Grade 8	20 hours
Grade 9	20 hours
Grade 10	55 hours
Grade 11	55 hours
Grade 12	30 hours
TOTAL	200 hours

3. Where Can Students Earn Community Service Hours?

Students may earn approved community service hours through:

A. BHS School Activities

Activities organized and supervised by Brummana High School.

B. BHS-Supported Community Activities

Activities such as recycling, food drives, environmental projects and other approved service initiatives.

C. External Community Service

Approved service performed with recognized nonprofit organizations or community organizations outside school.

D. BHS Summer Camp

Students in Grades 10–12 may volunteer at the BHS Summer Camp according to the approved summer camp programme.

4. Approved Community Service Activities

A. BHS School Activities

Activity	Grades 7–8	Grades 9–12
BHS Walkathon	15 hours	30 hours
BHS International Day	10 hours	30 hours
BHS Santa Fun Run	10 hours	15 hours
Ushers / School Events	—	Hours according to approved service
Student-led school clubs and activities	Approved hours	Approved hours

B. International Day Competition

Students who participate in and win the International Day competition may receive additional community service hours:

Result	Additional CS Hours
1st Place	20 hours
2nd Place	10 hours
3rd Place	5 hours

5. BHS Community & Environmental Activities

Activity	Grades 7–8	Grades 9–12
BHS Recycling / Environmental Activities	10 hours	10 hours
Beach Cleaning / Environmental Projects	10 hours	10 hours
Food Drive for People in Need	10 hours	15 hours
Other approved BHS service projects	According to project	According to project

These activities may include environmental campaigns, recycling initiatives, beach cleaning, food collection and distribution, and other projects approved by the Community Service Committee.

6. Community Service Outside BHS

Students may also complete service with approved nonprofit or community organizations such as:

- Visiting orphanages.
- Supporting special-needs organizations.
- Assisting recognized charitable organizations.
- Environmental projects.
- Community support projects.
- Volunteering with approved nonprofit organizations.
- Other projects approved in advance by the Community Service Committee.

External Service

Activity	Grade Level	Approved Hours
Orphanage / Special Needs Centre Visits	Grades 10–11	10 hours per approved session
Other approved nonprofit activities	Grades 9–12	According to approved project

Students are strongly encouraged to obtain **written pre-approval** from the Community Service Committee before beginning external service.

7. BHS Summer Camp Volunteer Programme

Students in **Grades 10–12** may volunteer at the BHS Summer Camp.

Programme	Grade Level	Maximum Hours
BHS Summer Camp Volunteer Programme	Grades 10–12	Up to 100 hours

Summer Camp volunteering must be approved and supervised by BHS.

8. Important Community Service Guidelines

1. Service must benefit others

Community service is defined as **unpaid work performed for an approved nonprofit or community organization to assist people or communities in need.**

BHS will not normally credit:

Unapproved independent volunteer work.

Activities that do not directly benefit a community in need.

Activities performed without appropriate supervision or documentation.

Activities that have not been approved where prior approval is required.

2. Direct benefit to the community

Students should ensure that the majority of their service directly benefits people or communities in need.

As a general guideline, **at least 8 of every 10 hours should directly benefit a community in need.**

Fundraising activities, charity walks and similar activities that provide an indirect benefit may require **specific prior approval** and may not automatically qualify for community service hours.

3. Maximum credit from listed activities

For activities listed under **Parts A, B and C**, students may not add more than **100 hours** from these categories to their community service record, unless specifically approved by the Community Service Committee.

9. Community Service Documentation

Students are responsible for keeping an accurate record of their service. Students must:

- Complete the **BHS Upper School Community Service Form**.
- Record the date, organization, activity and number of hours.
- Obtain the signature of the **activity supervisor**.
- Submit the completed form to a faculty member of the **Community Service Committee**.
- Submit the form **within two weeks of completing the service**.
- **Parents may not sign as the supervisor of the community service activity.**

10. Summer Community Service

Community service completed during the summer may count toward the following academic year's requirement, provided that:

- The activity is approved.
- The organization meets BHS community service requirements.
- The student has appropriate documentation.
- The completed Community Service Form is submitted **within the first two weeks of the new school year**.

11. Annual Deadline

Students are expected to meet their required community service hours by the **annual deadline in May**.

If a student does not complete the required number of hours by the deadline:

- **The student will be required to complete double the number of missed hours during the following academic year.**
- For example:
- **10 hours missed → 20 hours must be completed the following year.**

12. Student Responsibility

Community service is a student responsibility.

Students are expected to:

- Plan their service throughout the year.
- Choose meaningful service opportunities.
- Follow BHS guidelines.
- Obtain approval when required.
- Keep their documentation up to date.
- Submit forms on time.
- Complete their annual requirement by May.
- Demonstrate commitment, responsibility and respect while volunteering.

13. The BHS Spirit of Service

At Brummana High School, community service is closely connected to our values of **community, equality, integrity, peace, simplicity and stewardship.**

We encourage students to ask themselves:

- Who can I help?
- What difference can I make?
- How can I serve my community?

Our goal is for students to graduate not only having completed **200 hours of service**, but having developed a **lifelong spirit of service, empathy and responsibility.**