**TCA GRADUATION REQUIREMENTS:**

**40 Hours:** Ten hours may be fulfilled in service to the immediate TCA community/30 hours must be completed outside the TCA community.* *Students are <u>recommended</u> to serve an average of 10 hours per year during grades 9-12. These 10 hours per year should be completed in the context of 3-4 distinct experiences.*

**4 Reflection Papers**: Each paper must be typed and with a minimum of **350 words EACH** about the service experience. Recommendation: Please use "Times New Roman - size 12 font" and double space. **Include word count on paper**.

Note: Titan time annual community service day will <u>not</u> count toward CS hours.

*Reflection Paper Topics may include, but are not limited to:*

*What did I learn from this experience?*
*What did I like (or not like) about this service project?*
*Would I serve for this same cause again?*
*What impact did I make on another person?*
*What were the character traits most exemplified in this experience?*

**Adding Grad Requirement Community Service Hours to x2VOL:**

- Login to Naviance and click on the x2VOL link on the left side of the homepage.
- Hover over "Opportunities and Projects" at the top of the page and select "My Activity Log"
- Click on "Create New" and fill out the following fields: ACTIVITY NAME, PROJECT DESCRIPTION, ACTIVITY CONTACT (can be parent email), DATE OF SERVICE, NUMBER OF HOURS SERVED
- Click on the bubble that says "Community Service Graduation Requirements"
- Check the box that says, "The hours that I am submitting are accurate…"
- Submit hours

**Adding Reflection Papers to x2VOL:**

- From the x2VOL home page, go to the top right corner where it says "Profile"
- Choose "Portfolio" from the drop-down
- Upload your reflection papers from your computer. See above for requirements.

If you have questions about your hours, come and see us in the *Connections* Center (Room 1104), or email tcavisits@asd20.org

COVID Addendum for Classes of 2022, 2023, and 2024. Hours and papers have been reduced to 30 hours and 3 papers. 10 hours may be in service to the TCA community.