



COMMUNITY SERVICE STANDARD OPERATING PROCEDURE

1. The U.S. Navy and U.S. Naval Sea Cadet Corps both recognize the need to encourage volunteer activity by its members to benefit their communities. To this purpose both have created ribbon awards to recognize such activity.
2. The command of the Aurora Division strongly desires all Aurora Division members to earn the NSCC Community Service Ribbon, which requires 40 hours of service.
3. In furtherance of the Aurora Division's observance of the Navy core values of Honor, Courage, and Commitment, and the principles of leadership to which all members should aspire, it is hereby established as official Aurora Division policy that all members shall be required to accumulate community service hours per these procedures prior to each advancement in rank.
4. Community service performed as part of a required division activity such as a drill, bivouac, or advanced training may NOT be used to satisfy this requirement.
5. Suggestions for appropriate service include:
 - a. Sorting and packing at Operation Support Our Troops, or participating in fund-raising efforts on their behalf.
 - b. Participating in fundraising activities for other organizations such as the American Red Cross, United Way, etc. as approved by the Commanding Officer.
 - c. Volunteer services at a school (such as classroom aide, building/grounds clean-up and maintenance, office aide, tutoring students through a school program who are NOT related to the member, etc.).
 - d. Volunteer services at a public library or museum, including such programs as Reading Buddies, etc.
 - e. Visiting residents of retirement centers who are NOT related to the member, especially veterans.
 - f. Roadside, park, waterway, and other public property clean-up efforts.
 - g. Other activities as approved by the Commanding Officer who shall have full and final authority to determine the acceptability of any hours earned.
6. When performing community service, the member shall take the Aurora Division Community Service Report form, available from the Resources page of the Aurora Division website.
 - a. On this form, the member will record their name and rank, the date, the name of the organization, and the nature of the work performed.
 - b. They shall have an organization representative record and sign for the time they arrive and for the time they depart.
 - c. The form shall be turned in by the member to the Administrative Officer, who shall calculate the hours to be credited and endorse the form prior to passing it on to the Awards Officer, who will track the hours each member has accumulated at each rank toward the Community Service Ribbon.
 - d. The Administrative Officer shall make the appropriate notation in the member's Service Record.

- e. If a number of members, supervised by an Officer in Charge (OIC), perform the same community service at the same time, the OIC, in lieu of individual forms, shall prepare a memo or e-mail message describing the service, the number of hours, and the members present, which shall then be treated in the manner described above.
7. Hours required for each advancement as listed below may NOT be banked, i.e., the required minimum hours must be performed at each rank. For example, if you perform 6 hours of community service as an E-1, you will still be required to perform at least 3 hours as an E-2 for advancement to E-3.
 - a. For advancement to E-2 the member will perform at least 3 hours of community service as an E-1.
 - b. For advancement to E-3 the member will perform at least 3 hours of community service as an E-2.
 - c. For advancement to E-4 the member will perform at least 6 hours of community service as an E-3.
 - d. For advancement to E-5 the member will perform at least 6 hours of community service as an E-4.
 - e. For advancement to E-6 the member will perform at least 6 hours of community service as an E-5.
 - f. For advancement to E-7 the member will perform at least 9 hours of community service as an E-6.
 - g. For all officer advancements, the member will perform at least 12 hours of community service at the current rank.
8. When a member has completed the time in grade, coursework, and advanced training requirements for advancement, the Commanding Officer will consult with the Awards Officer to ensure the member has completed their community service requirement. If they have not, the advancement will be held until the requirement is met.
9. When a member has completed 40 hours of Community Service, the Awards Officer will advise the Commanding Officer and arrange for the member to be awarded a certificate and ribbon (or bronze star) at the next opportunity.