Community Service Seal (60 Hours)
Letter of Intent

Community service projects must address a need or an area to improve within our community or school. Students should consider a project that reflects both the needs of the community and their personal interests and skills. The following criteria should be considered when selecting a community service project:

- The project addresses a community need or area to improve within our school or community
- The project provides the student with the opportunity to provide meaningful community service.
- The project allows the student to gain a greater understanding of their community.
- A letter of intent is required for each organization.

There are many organizations and agencies that welcome volunteers to assist in day to day operations. All community service and partnerships must be approved prior to volunteering.

Provide a description of your project (add attached paper if more space is needed)

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_____

_____

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_____

Community Service Contact Information:

Name of Organization: _____

Name of Contact: _____

Email: _____

Phone Number: _____

Organization Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Administration Signature: _____ Date: _____

Community Service Activity Log

Directions:

1. Community Service Letter of Intent must be completed and on file in the high school office
2. Complete the information below. Print clearly or type.
3. Complete all sections of the log sheet.
4. Request signatures of all persons when the log sheet is completed.
5. Return completed log sheets to your school counselor. Request additional log sheets if needed.
6. If for any reason the student cannot complete their community service project as outlined with the organization and school, the student must communicate with all parties to develop an agreed plan to conclude early.

Student Name: _____ ID# _____

Agency Contact Person: _____ Phone No: _____

Log Sheet

Date	Duties Performed	Total Hours

Total community service hours reported on this log: _____

Student Signature: _____ Date: _____

Signature of Community Contact: _____ Date: _____