

# Williamson Senior High School

## Community Service Requirement - Completion Form

Print Student Name: \_\_\_\_\_ Class of 20 ( )

### INSTRUCTIONS:

- Step 1.** Have the organization contact person **SIGN** the bottom part of this form where indicated after completing the service hours. **Turn into Main Office**
- Step 2.** Login to your XELLO Account using this link [XELLO Student](#) and your school **Google Sign-In** information - XELLO is also available in Classlink
- Step 3.** Click **ABOUT ME tab** at the top, **SCROLL** down to **EXPERIENCES & Click ADD EXPERIENCE, Click VOLUNTEER**
- Step 4.** Complete **ALL** Fields (*Position Title, Organization, Time Period, # Hours, City/Town Complete Reflection; What I liked, What I found challenging, What I learned*) **Click Save at Top**

### VERIFICATION SECTION:

*Completed by Student, and then Verified by Organization Contact Person/Supervisor*

- ★ Did this activity occur during school hours? YES NO
- ★ Did this activity benefit an immediate family member, as defined by the regulation? YES NO
- ★ Were you compensated in any way for this service? YES NO
- ★ Did a family member sign the verification form? YES NO

**ORGANIZATION NAME:** \_\_\_\_\_

DATES WORKED	TIMES WORKED	HOURS WORKED	TOTAL HOURS

\_\_\_\_\_ Phone ( ) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Organization Contact Person/Supervisor Signature**

\_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Student Signature**

**OFFICE USE ONLY:**  Verified in XELLO

\_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Community Service Coordinator Signature**