

# Black Hawk High School



## Community Service Documentation Form

Please see the backside of this form for important information.

### Student Information:

\_\_\_\_\_

**Last Name**

\_\_\_\_\_

**First Name**

\_\_\_\_\_

**M.I.**

\_\_\_\_\_

**Grade**

\_\_\_\_\_

**School Year**

### Description of Community Service Activity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Date(s) of Community Service Activity:

\_\_\_\_\_

**Total Time:** \_\_\_\_\_ List in hours/minutes (Example: 5 hours 35 minutes)

**What did you gain/learn from this experience, and how will it influence your life in the future?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Supervisor's Section:

**Community Service Sponsor:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Completed forms should be returned to the counseling office or principal's office.

### **Important Information Regarding Community Service Documentation**

- It is suggested that you make a copy for your records prior to turning in the form.
- It is recommended that students turn in their community service hours within 2 weeks of the community service activity.
- All community service should be performed without a material or monetary reward.
- Community service performed for a family member should not be documented on BHHS community service forms.
- Special situations may be considered. - (Example: Elderly relative living on their own needing assistance with lawn care or home maintenance.)
- Direct participation in a worship service or participation in an activity that advances or inhibits a religion should not be documented on BHHS community service forms. (Examples: servers, ushers, choir members, going door to door to promote a religion). However, activities that do not require direct participation in the service could be documented on BHHS community service forms. (Examples: babysitting during a worship service, teaching a religion class.)
- Court ordered community service should not be recorded on BHHS community service forms. Entertainment or performance activities that are part of a class or a co-curricular requirement should not be recorded on BHHS community service forms.