

Work *Ethic* Certification Community Service Documentation



Student Name _____

Name of School _____

Through community service, students are able to apply Work Ethic standards demonstrated in academia to the real world. Those standards are:

- | | | | |
|--------------------------------|--|--------------------------------|---|
| Yes <u> </u> No <u> </u> | <u> </u> Show a positive attitude | Yes <u> </u> No <u> </u> | <u> </u> Manage time effectively |
| Yes <u> </u> No <u> </u> | <u> </u> Work well with others | Yes <u> </u> No <u> </u> | <u> </u> Apply good listening skills |
| Yes <u> </u> No <u> </u> | <u> </u> Follow Directions | Yes <u> </u> No <u> </u> | <u> </u> Be honest and dependable |
| Yes <u> </u> No <u> </u> | <u> </u> Arrive to work on time | Yes <u> </u> No <u> </u> | <u> </u> Know the need to pass a drug or Background Check |
| Yes <u> </u> No <u> </u> | <u> </u> Recognize problems and find solutions | Yes <u> </u> No <u> </u> | <u> </u> Dress properly and practice good hygiene |

Instructions: Please list the project and hours completed.

Have the project supervisor sign and date per the Work Ethic Certification standard.

To earn three points, you must complete at least 24 hours of community service.

To earn two points, you must complete at least 12 hours of community service.

To earn one point, you must complete at least 6 hours of community service.

Community service is defined as volunteering to help others through a school or community project.

Volunteering involves performing the service without pay.

Project	Hours	Dates of Service	Project Supervisor Printed Name	Project Supervisor Signature

Student Signature _____

Submit this form to the school designee by the end of the day on _____

For more information, contact:
 The Center of Workforce Innovations
 Daniela Mancusi-Shreve, Work Ethic Coordinator
 219-462-2940 ext. 63 ~ dmancusishreve@cwicorp.com