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## Community Service Form

### To Be Completed by *STUDENT'S FAMILY*

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Class of \_\_\_\_\_ Date: \_\_\_\_\_

Last, First

Home Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Parent e-mail \_\_\_\_\_

Service cannot be done for pay or any kind of reward and should be in an activity that is helping others (non family members). We, the person signing below, have reviewed the information on the back side of this form, and in signing we verify and confirm the activity(ies) performed were legitimate.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

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### To Be Completed by *SERVICE PROVIDER*

Organizations Name \_\_\_\_\_

Contact Name(s) / Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ e-mail address \_\_\_\_\_

Brief description of purpose of your organization: \_\_\_\_\_

Service Student Provided: \_\_\_\_\_

Date Service Began \_\_\_\_\_ Date Service Ended \_\_\_\_\_

I affirm and verify that the above named students did complete \_\_\_\_ hours of service to our organization.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

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MHS Counselor \_\_\_\_\_ Date \_\_\_\_\_

Entered into record on \_\_\_\_\_ Initial \_\_\_\_\_

*Please Return to the counseling office.*

Revised 2/14/2022



***Midlothian High School  
Community Service Program***

All Midlothian students must complete a minimum of **ten** community service hours as a requirement for graduation. Hours must be earned while in high school. Below are the guidelines for obtaining Community Service hours:

1. The student will receive NO pay for services, monetary or otherwise, of any kind.
2. The service completed must benefit a person in need (a non-family member); a non-profit organization or an organization, which assists persons in need; or fulfill a civic need in the community.
3. The service must be performed on the student's own time or as a part of a school sponsored organization in which the sponsor approves and coordinates the service during the school day.
4. The student shall be responsible for reporting his/her own service hours according to the established guidelines. Forms are available in the high school counseling center and the high schools' websites.
5. Students may not overlap (count twice) service hours for other organizations such as Honor Society, PALS, Student Council, etc. Community Service hours that are assigned as a result of a court order will not count toward the district requirement.
6. The only time hours should be accumulated or held is in the case of completing all service hours in one location on a continuous basis.
7. Community service hours required as a result of legal actions do not count.
8. Documentation must be signed by the student, the student's parent, and the adult supervisor of the service activity and are subject to verification by Midlothian Independent School District.
9. Service hours will be entered into the system when the completed community service form is turned into the counseling office.
10. Keep a copy for your own documentation.
11. Students transferring from outside the district will have their hours prorated.

Updated hours can be found on student report cards and Skyward.

A sampling of appropriate resources for community service activities: Hospitals, Food Banks, Blood Drives, Churches, Parks Department, Schools Libraries, Special Olympics, Animal Shelters, Social Service Programs, Nursing Homes, Service Clubs

***BE SURE TO GET PRIOR APPROVAL FROM YOUR COUNSELOR OR ADMINISTRATOR OR COMMUNITY SERVICE COORDINATOR BEFORE STARTING ANY SERVICE ACTIVITY TO ENSURE THAT IT FITS WITHIN THE ESTABLISHED GUIDELINES!!***