

**NAPLES CLASSICAL ACADEMY
COMMUNITY SERVICE AGREEMENT**

Student: Please complete this Community Service Agreement including required signatures and return to your school counselor for **pre-approval** prior to beginning any community service activities.

_____ will allow _____
(service agency) (student name)

to donate service hours to their organization for the purpose of gaining experience in providing community service.

Brief description of service activities: _____

THE SERVICE AGENCY AGREES TO:

1. Assign the student to a **mutually agreeable schedule**.
2. Document the student's attendance.
3. Provide any appropriate observation and/or training.
4. Provide a brief documentation letter on agency letterhead to school, noting student's service hours, dates, and duties.

THE STUDENT AGREES TO:

1. Serve the assigned service agency in order to receive training and volunteer experience.
2. Demonstrate an interest in the experience and cooperate with all persons involved.
3. Adhere to all rules and regulations of the organization and always act in ethical manner.
4. Participate in any required training sessions. Develop knowledge and skills necessary to provide effective service to the organization and its clients.
5. Be responsible for providing own transportation to and from the site, as necessary.
6. Be punctual and attend all scheduled hours (see above). In the event of illness or emergency, notify the organization and the teacher as soon as possible.
7. Maintain an accurate record of hours served.

Signatures of Agreement:

Student _____ **Date** _____

Parent _____ **Date** _____

Site Supervisor _____ **Date** _____

Address _____

Phone # _____

Hours donated to the above named organization have been approved for community service.

(College Advisor)

(Date)