



ACA Bright Futures Community Service & Paid Work Information

Revised 10/19/22

Volunteer hours may include, but are not limited to:

- business or governmental internship
- work for a nonprofit community service organization
- activities on behalf of a candidate for public office
- except in unique cases, a maximum of 50 hours may be earned at church, school or a combination of both. See guidance counselor with questions.
- Mission trips and overnight trips will be credited for hours earned during the defined work day

***NOTE:** students may not receive remuneration or academic credit for the volunteer work performed. *However, per the expanded eligibility requirements of House Bill 461, students may include paid work experience (100 hours total) in place of volunteer hours.*

Volunteer hour documentation steps:

1. Contact agency or organization to determine volunteer opportunities.
2. Complete the **ACA Community Service Work Plan** and submit to the High School Guidance Counselor for approval. If possible, submit *before* service work begins. Late submission may result in disapproval of hours.
3. Log service hours on the **ACA Community Service Log & Reflection Form**. A volunteer supervisor must sign for hours to be accepted.
4. When all service work for a particular organization is complete, submit the completed Community Service Log & Reflection Form to the High School Guidance Counselor. Ensure the evaluation section is complete and all signatures are obtained.
5. All volunteer paperwork must be completed, signed and submitted **prior to graduation**.
Please keep copies for your records of all documentation.

When all steps are complete, the community service hours will be documented on the student's official high school transcript and all volunteer paperwork will be filled in the student's cumulative folder.



Aletheia Christian Academy Community Service Work Plan

Student Name _____ Graduation Year _____ Date _____

Students are encouraged to submit this plan to the guidance counselor for approval *before* beginning any volunteer work. Volunteer hours earned and submitted are subject to approval if this plan is not turned in prior. Approval can also be obtained via email or phone call. All volunteer hours must be submitted before graduation.

Section 1 - Identify a social issue, civic issue, or professional area of interest (circle one):

Abuse	Animals	Education	Elderly	Environment	Health	Homelessness
Hunger	Poverty	Political Candidate/ Public Office	Business or Governmental Internship		Other (specify):	

Section 2 - Name of Organization(s) where volunteer hours will be performed:

Section 3 - Type(s) of volunteer work to be performed:

Section 4 – Signatures:

Signatures below indicate that student and parent understand that volunteer hours are subject to approval and may not be earned through:

- Family related activities or service to family members (ex. babysitting, completing assigned chores, etc.)
- Court mandated community service
- Activities for which a student will benefit financially or materially
- Service work that earns student academic credit
- Any activity where there is no organization supervisor onsite to verify student hours and performance
- Fostering animals or donating items like blood, hair, or canned food

Student Signature _____ Date _____

Parent Signature _____ Date _____

Aletheia Christian Academy Community Service/Work Log & Reflection Form

Student Name _____ Organization _____

Students are *encouraged* to obtain approval by submitting the Community Service Work Plan to the guidance counselor before beginning any volunteer work (n/a for paid work). Volunteer hours earned and submitted are subject to approval if the Community Service Work Plan is not turned in prior. Approval can also be obtained via email or phone call. All hours (volunteer or paid work) must be submitted by graduation to be accepted.

Please Check One:

____ Community Service/Volunteer Hours ____ Paid Work Hours

Date	Duties Performed	Hours	Supervisor
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
			Print/Sign
Total			

Evaluation: Please describe what you have learned from your community service or paid work experience.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____