

## CHS Community Service Seal – Option 2 Information: Project

**Instructions:** Design and complete one meaningful community service project pre-approved by the CHS administration.

*This option is fulfilled by completing the Option 2 Form (on reverse side) both before and after the project. See below.*

1. Description of the community service: Describe to the best of your ability the service that you will be providing or the project you intend to complete. This should answer for who, what, and where you plan to complete the project. If you plan to do community service with multiple groups, describe it here. If your plans change after you submit the form, do not worry. Notify your counselor and principal when the change in plan occurs.
2. Anticipated date for completion: Please share when you anticipate completing your service. This is important for you and the school. This will allow us to communicate with you about your progress toward your goal.
3. Method of documentation: Describe how you plan to record and share your hours with the school. The Community Service Seal serves as criteria for graduation. Because of this, documentation will need to be verified and formal. Acceptable documentation may include a letter from the point of contact with dates and hours included or a presentation to your unit counselor and/or principal.
4. Point of contact for the community service: The school will need a point of contact to verify your service and check on your progress. This person should know who you are and what service you are providing. In general, you may not utilize a family member to act as the point of contact for community service hours. Any exceptions to this will need to be approved by the Centerville City Schools administration prior to the experience.

Students are encouraged to communicate and complete projects at any point of their high school experience and not wait until their senior year. Students may use past community service that occurred during their high school experience, but the hours/project will need to be reviewed by their unit principal. Students wanting to use past service will need to follow the same procedures.

*Please note that students providing completed documentation to earn the seal must complete and submit the attached form to their counselor no later than March 1 of their senior year in order to leave time for verification prior to graduation.*

# CHS Community Service Seal – Option 2 Form: Project

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_ Unit: \_\_\_\_\_

**Instructions:** Design one meaningful community service project pre-approved by the CHS administration. Once completed, the student should turn form into Unit Guidance Office for verification and seal approval.

Community Service Project Proposal	
<b>Description of Project</b>	
<b>Anticipated Date of Completion</b>	
<b>Method of Documentation</b>	
<b>Student Statement</b>	<p><i>The information presented in this document is both true and accurate.</i></p> <p><b>Student Signature:</b> _____ <b>Date:</b> _____</p>
<b>Parent/Guardian Permission</b>	<p><i>My student has permission to complete the proposed community service project.</i></p> <p><b>Parent Signature:</b> _____ <b>Date:</b> _____</p>
Contact Information for Service Verification	
<b>Organization</b>	
<b>Name</b>	
<b>Phone and Email</b>	
Administrative Pre-Approval	
<b>Unit Principal</b>	<p><b>Principal Signature:</b> _____ <b>Date:</b> _____</p> <p><input type="checkbox"/> Provide student with copy of form and retain original to final approval.</p>
After administrative approval, student should complete the proposed project and then submit the appropriate documentation to the Unit Guidance Office.	
<b>Final Administrative Approval:</b> Principal Signature: _____ Date: _____	

Office Use Only:  Award Community Service Seal in student information system.  Provide student with copy of form and place original in student cumulative file.