

**PONDEROSA HIGH SCHOOL**  
**1<sup>st</sup> COMMUNITY SERVICE LETTERING REQUIREMENTS**  
**100 HOURS**

*100 Total Service Hours to Include:*

<p><b>Ponderosa High School - 5 to 25 Hours from PHS</b></p>	<p><b>Outside Organizations - At least 75 hours from one or more outside organizations to total 100 Hours</b></p>
<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Service-learning performed on the physical property of PHS, outside of the regular school day.</li> <li>• Opportunity offered through PHS and performed on the physical property of PHS.</li> <li>• Opportunity to support PHS activities that may or may not be performed on the physical property of PHS. (Such as away events for sports teams.)</li> </ul> <p><b>NOT ACCEPTABLE:</b> Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering.</p>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Outside non-profit organization such as Habitat for Humanity, Denver Rescue Mission, Praying Hands Ranch, elementary and middle schools, fund raising events, any local community, state, national, or global programs.</li> <li>• Opportunity offered through a PHS organization but performed some place other than on the physical property of PHS.</li> <li>• Business participating in a non-profit service-learning event.</li> <li>• Verify with the counseling office or counselor for clarification.</li> </ul> <p><b>NOT ACCEPTABLE:</b> Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering.</p>

**Additional Requirements for 1<sup>st</sup> Lettering in Community Service:**

- **A Letter of Recommendation** from a member of the Outside Organization who had direct contact with the student where they completed the community service hours.
- **Copy/Original documentation of service hours** reported on the DCSD Community Service Documentation form, completed with signatures and meaningful reflections. *NOTE: Students are responsible for keeping copies of documentation for lettering.*
- **Submit completed application and supporting documents to the counseling office** by December 1, 2022 for 1<sup>st</sup> semester lettering or May 1, 2023 for 2<sup>nd</sup> semester lettering.

**NAME:** \_\_\_\_\_ **YEAR OF GRADUATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

PHS SERVICE EVENT NAME & SUPERVISOR SIGNATURE \_\_\_\_\_ # OF HOURS USED FROM THIS EVENT \_\_\_\_\_

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE \_\_\_\_\_ # OF HOURS USED FROM THIS EVENT \_\_\_\_\_

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OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE \_\_\_\_\_ # OF HOURS USED FROM THIS EVENT \_\_\_\_\_

**TOTAL HOURS (MUST BE A MINIMUM OF 100)** \_\_\_\_\_

*School Use only:*

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_