

Graduation Year:

ADRIAN C. WILCOX HIGH SCHOOL

3250 Monroe Street

Santa Clara, CA 95051

PH (408) 423-2400

<https://wilcox.santaclarausd.org>

Brandon Wall, Principal



of Hours:

Counselor:

"To prepare students of all ages and abilities to succeed in an ever-changing world."

COMMUNITY SERVICE - CONFIRMATION OF HOURS

In order to fulfill your community service requirement for the Santa Clara Unified School District, you must complete 20 hours of community service by May of your senior year. To receive credit for these hours, you must submit to your counselor a Confirmation of Hours form and a Reflection for each activity you complete. See reverse side for Reflection requirements.

THIS IS TO CONFIRM THAT THE FOLLOWING STUDENT HAS COMPLETED COMMUNITY SERVICE HOURS:

Student Name: _____ Student ID: _____ Grade: _____

Supervisor's Name/Signature: _____

Name of Agency/Organization: _____

Address of Agency/Organization: _____ Phone: _____

Requirements:

- Community service hours must be completed at a **non-profit** organization.
(tutoring at a school, volunteering at a hospital, charity, non-profit fundraising events, library, etc.)
- Students may volunteer at a single organization or at multiple sites
- Students are highly encouraged to complete hours in the field(s) of possible career(s) or in areas of personal interest(s).
- Paid experiences DO NOT qualify, nor do working without pay at your job or family business qualify
- If unsure as to what will qualify as valid community service, please consult with your counselor before volunteering, or you risk your hours not being accepted.
- For a list of acceptable community service agencies to volunteer with, see in Google Classroom or check with the College and Career Center, B113.
- Forms are available in the Front Office.

REFLECTION REQUIREMENTS

- 1) Please include the following information at the top of the page: Name, Student ID#, Grade, Date, Activity, and number of hours served.
 - 2) Your reflection should be a paragraph and should answer the following questions:
 - ❖ Why did you choose this activity?
 - ❖ What did you expect to do during this activity?
 - ❖ Describe in detail what you actually did during this activity?
 - ❖ What did you like about the activity?
 - ❖ What did you learn?
 - ❖ What did you like/dislike?
 - ❖ Explain why you would do this activity again?
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Sample Reflection

Jane Smith

#123456

November 15, 2025

5:00 – 8:00 p.m.

Martha's Soup Kitchen

Today I served soup for 3 hours at Martha's Soup Kitchen. Some looked like they had no home. They were dressed in rags and looked like they hadn't showered in weeks. Others were dressed better, and I wondered where they lived and why they were there. There were a lot of little kids. Mary Smith, the supervisor of the kitchen, showed me what to do. It was pretty easy - I just had to dish up rice - but I was still a little nervous. After my 3 hours at Martha's Soup Kitchen, I was much more comfortable than I was when I first entered, although overall, I liked helping out. It made me feel good to know that I helped someone have a decent meal. On the other hand, it made me sad to see that so many people had to come here to get fed . . . especially the little kids. I wanted to know why they were here. Why didn't they have jobs? Or do they have jobs, and still can't afford to eat? It was a good experience, but at the same time, it made me a little sad. I would definitely go back.