Community Service Documentation & Guidelines

Perkins High School

This form must be submitted to the school counseling office after completing community service hours for each organization. Multiple events can be listed if they are for the same organization.

Name: Graduation year:

Community Service Site: _____

Date	Start Time	End Time	Total Time	Supervisor's Signature

Total Hours: _____

Describe your responsibility for the listed hours:

_____ _____ _____

Supervisor's Signature and Title | Date | Supervisor Phone Number

COMMUNITY SERVICE GUIDELINES

Mission Statement: The mission of Perkins High School is to develop in its students a commitment to excellence. The community and the school together will provide a positive learning environment for the lifelong development of responsible citizens.

To help complete the mission statement of Perkins High School, students are encouraged to engage in their communities and volunteer their service and time to others. The following guidelines should be observed:

- Service must be performed at an organized, structured and recognized institution.
- Service performed for friends or family members will not qualify.
- Students that are members of any PHS club/organization cannot use the required hours of that club/organization for Diploma of Distinction hours.
- Students will always conduct themselves as courteous representatives of their school.
- Students will treat all types of people they meet with respect, courtesy and dignity.
- Any sensitive information that students are exposed to will remain confidential.
- Students are responsible for making arrangements for their volunteering experience.
- Students will be punctual and will notify their supervisors in advance if they are unable to attend as scheduled.
- Students will be honest in recording their time.
- Credit for volunteering must be documented and verified. There can be NO compensation for this service.

In addition the following requirements must be met to receive the Diploma of Distinction:

1. Successfully passed End of Course Tests (Algebra and English 10)
2. Completion and documentation of 100 hours of community service
3. Have achieved a minimum cumulative 3.0 grade point average
4. Have earned 25 credits including:
   - 4 credits of English
   - 4 credits of Math
   - 4 credits of Social Studies
   - 2 credits of the same foreign language
   - 4 credits of Science
   - 1 credit of fine or performing arts

As a student at Perkins High School, I consent to the above conditions. If I choose to use community service as a requirement for the PHS Diploma of Distinction, I agree to complete ***100 hours*** of service by the end of the third quarter of senior year. All documentation must be submitted no later than the last day of the third quarter.

_____ _____

Student Signature Date

As a Parent, I agree to support and encourage my child in their volunteer endeavors. I understand that transportation to and from this activity will be the student's responsibility.

_____ _____

Parent Signature Date