

# COMMUNITY SERVICE GUIDELINES/POLICIES

- All community service hours must be performed without a material or monetary reward.
- Service hours cannot be performed for a family member unless pre-approved by the High School Principal.
- Direct participation in a worship service cannot be used to earn community service hours. However, activities that are not a direct part of a worship service (*i.e. babysitting during a worship service, parking cars at a church event, etc.*) may be used to earn community service hours.
- The service activity cannot advance, nor can it inhibit religion.
- Students cannot use court-referred hours to count towards community service hours.
- Activities related to campaigns for public office do not count towards community service hours.
- Community service hours will be granted for fund-raising activities for worthy community causes, however fundraising for AHS clubs or organizations will not count towards service hours.
- Service hours cannot be earned for participation in a team sport, including serving as a team manager.
- Entertainment or performance activities that are an extension of a class or a co-curricular requirement will not be considered for community service credit.
- Students are highly encouraged to turn in their completed Community Service Project Verification forms no later than one week after service hours are performed.

## **Deadlines for submission of hours:**

Hours performed January – June deadline is September 30<sup>th</sup> of that same year

Hours performed July – December deadline is March 30<sup>th</sup> of the following year

After your community service project is finished, this verification form must be completed, signed appropriately with the required signatures, and returned to the **Student Services** office for approval. **Please make a copy for your records.** The completed form will be kept on file until graduation.

If you have any questions regarding the Community Service Project Guidelines, please call the High School Student Services Office at (920) 492-2950 and select option 7.



# COMMUNITY SERVICE PROJECT VERIFICATION

**STUDENT PORTION:** Please complete the entire student portion, have the agency complete their portion, and then turn the finished document into **Student Services**. Forms should be turned in as soon as possible after the community service project has been completed.

\_\_\_\_\_  
Last Name                                      First Name                                      Middle                                      Graduation Year                                      School Year

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Hours Served: \_\_\_\_\_

Description of Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What I found rewarding about this experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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## **AGENCY PORTION:**

The student successfully completed the volunteer service as stated above.

Supervisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Agency: \_\_\_\_\_ Telephone: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY

Principal's Signature: \_\_\_\_\_