

Community Service Varsity Letter – Student Checklist

Use this checklist to track your progress toward earning a **Community Service Varsity Letter**. All steps must be completed and verified.

✓ Step 1: Confirm Eligibility

- ☐ I am a student in **grades 9–12**
 - ☐ I understand and adhere to **MSHSL rules**
 - ☐ I understand there is **no GPA requirement**
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✓ Step 2: Plan My Community Service

- ☐ I identified **at least 3 different causes or organizations** to serve
 - ☐ I selected **one primary organization or cause** where I will complete **at least 40 hours**
 - ☐ I confirmed my service qualifies as one or more of the following:
 - ☐ School-based service hours
 - ☐ National Honor Society (NHS) volunteer hours
 - ☐ Community-based service hours
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✓ Step 3: Complete Service Hours (120 Total)

- ☐ I completed **120 total service hours**
 - ☐ At least **40 hours** were completed with my **primary organization**
 - ☐ My hours came from **3 or more organizations or causes**
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✓ Step 4: Document and Verify Service Hours

- ☐ I completed the **Community Service Varsity Letter Google Form** to document my hours.
 - ☐ I included **dates and total hours** for all service experiences
 - ☐ I attached a **photo of me volunteering** with an organization
 - ☐ I obtained a **signature from a representative** at my primary volunteer site by signing off on the Community Service Volunteer Verification Form
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✓ Step 5: Identify a Mentor

- ☐ I identified a **mentor connected to my service experience**
 - ☐ My mentor is willing to support my reflection and learning
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Step 6: Complete the Reflection Project

- ☐ I chose **one approved reflection format**:
 - ☐ Video reflection
 - ☐ Written reflection (**minimum 250 words**)
 - ☐ Conversation with an adult (documented)
 - ☐ Other format (pre-approved by the Activity Coordinator)
 - ☐ My reflection addresses **all required prompts**:
 - ☐ What did I learn?
 - ☐ How did my community benefit from this experience?
 - ☐ Why did my primary organization experience benefit me?
 - ☐ How could my service or impact be improved?
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Step 7: Submit Final Materials

- ☐ I submitted **all verification forms and documentation by** uploading them into the Community Service Varsity Letter Google Form
- ☐ I submitted my **completed reflection project**
- ☐ I confirmed submission requirements and deadlines with the Activity Coordinators