

**Service Activities:** The student must complete each blank for each service activity.

Member Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_



## **Honors Academy RECORD OF SERVICE**

Honors Academy members must complete at least *12 hours of community service each school year* in the following areas:

- **3 hours** of service to the **BCS** school system (any of the 11 Bartlett schools)
- 9 additional hours of service to the community *or* the school
- **No more than 4 hours may be counted for any one activity. No more than 2 hours may be counted for donations. No TA hours may be used.**
- 4 hours may be hours completed to meet the service requirement of another club or organization (e.g., You may complete 4 hours for Key Club/Beta Club/NJHS and have those same hours count for the Honors Academy.)

Community service consists of volunteer work completed by individuals (or an organization) to benefit the community or its institutions. This unpaid work is intended to be of social use to give back to the community.

Areas include health care, child care, literacy training, education (including tutorial services), social services, housing and neighborhood improvement, crime prevention, recreation, and community improvement.

**DO NOT LOSE THIS SHEET!!** Keep a copy for yourself. This is the **ONLY** record of your service.

You are responsible for keeping a record of your service **AFTER** you submit it to me. I recommend creating a resume of your service hours that includes your hours and the organization. You will need this information Junior and Senior year when you apply for other organizations or scholarships.

**Submit this form on Canvas**

**by April 1<sup>st</sup> (Seniors) and May 13<sup>th</sup> (everyone else).**

**If this form is turned in late, you will be placed on probation.**

**DO NOT LOSE THIS SHEET!!** This is the **ONLY** record of your service.

**Service Activities: The student must complete each blank for each service activity.**

<b>Date:</b>	<b>Time:</b> Start End	<b>Service Type:</b> (Circle One)	Contact name (printed):
<b>Location:</b>	<b>Duration:</b> # hours	<b>BCS-</b> Service to School	Contact information (phone # or email):
<b>Activity:</b>		<b>CS-</b> Community Service Hours	Signature: <input type="checkbox"/> <i>OR Online confirmation form submitted</i>

**Brief description of what you did:**

<b>Date:</b>	<b>Time:</b> Start End	<b>Service Type:</b> (Circle One)	Contact name (printed):
<b>Location:</b>	<b>Duration:</b> # hours	<b>BCS-</b> Service to School	Contact information (phone # or email):
<b>Activity:</b>		<b>CS-</b> Community Service Hours	Signature: <input type="checkbox"/> <i>OR Online confirmation form submitted</i>

**Brief description of what you did:**

<b>Date:</b>	<b>Time:</b> Start End	<b>Service Type:</b> (Circle One)	Contact name (printed):
<b>Location:</b>	<b>Duration:</b> # hours	<b>BCS-</b> Service to School	Contact information (phone # or email):
<b>Activity:</b>		<b>CS-</b> Community Service Hours	Signature: <input type="checkbox"/> <i>OR Online confirmation form submitted</i>

**Brief description of what you did:**

<b>Date:</b>	<b>Time:</b> Start End	<b>Service Type:</b> (Circle One)	Contact name (printed):
<b>Location:</b>	<b>Duration:</b> # hours	<b>BCS-</b> Service to School	Contact information (phone # or email):
<b>Activity:</b>		<b>CS-</b> Community Service Hours	Signature: <input type="checkbox"/> <i>OR Online confirmation form submitted</i>

**Brief description of what you did:**

**Total Hours of Service to BCS:** \_\_\_\_\_  
**Overall Total Hours of Service:** \_\_\_\_\_

**DO NOT LOSE THIS SHEET!!** This is the **ONLY** record of your service.