

Community Service Hours

VERIFICATION FORM



JACKSON AREA CAREER CENTER NATIONAL TECHNICAL HONOR SOCIETY

PLEASE FILL OUT THIS FORM COMPLETELY AND SECURE YOUR SUPERVISOR'S SIGNATURE. ONCE FINISHED, RETURN IT TO THE NTHS ADVISOR SO WE CAN OFFICIALLY CREDIT YOUR HOURS!

SECTION 1: STUDENT INFORMATION

Student Name: _____ Date of Community Service: _____
JACC Program & Shift: _____ Total Hours Completed: _____

SECTION 2: SERVICE CATEGORY

Check the box that best describes your service:

CAREER CENTER EVENT:

- ☐ Meet & Greet
- ☐ 10th Grade Presentation at Local
- ☐ Student of the Month
- ☐ NTHS Induction
- ☐ NTHS Senior Ceremony
- ☐ NTHS Officer Installation
- ☐ Career Night
- ☐ Shift Event: _____
- ☐ Other: _____

COMMUNITY ORGANIZATIONS:

- ☐ American Red Cross
- ☐ Aware Shelter
- ☐ Cascades Humane Society
- ☐ Goodwill
- ☐ Greater Jackson Habitat for Humanity
- ☐ Henry Ford : General Volunteer
- ☐ Jackson Community Food Pantry
- ☐ Jackson County Rec. Department
- ☐ Jackson County Fair
- ☐ Jackson District Library
- ☐ Jackson Interfaith Shelter
- ☐ Jackson School of the Arts
- ☐ Michigan Theatre of Jackson
- ☐ Resale Depot
- ☐ Salvation Army
- ☐ St. Vincent de Paul
- ☐ United Way
- ☐ Other: _____

Describe your service and how it benefited the community:

SECTION 3: SUPERVISOR VERIFICATION *(To be completed by the supervisor only)*

Organization Name: _____
Supervisor Name (Print): _____ Phone Number: _____
Arrival Time: _____ Departure Time: _____ Supervisor Signature: _____

SECTION 4: STUDENT AFFIRMATION

I verify that these hours are accurate and meet the NTHS definition of community service: unpaid, ungraded, and completed outside the school day.

Student Signature: _____ Date: _____

ADVISOR USE ONLY Date Received: _____

Hours Approved: _____

Status: ☐ Approved ☐ Denied Reason: _____

Cat: ☐ Gen. ☐ JACC

Community Service Hours

GUIDELINES AND REMINDERS



JACKSON AREA CAREER CENTER NATIONAL TECHNICAL HONOR SOCIETY



Service Hour Timeline Requirements

- **Official Eligibility:** Please be advised that service hours only count **after** your official induction into the National Technical Honor Society. Hours completed prior to your induction date will not be accepted toward membership requirements.
- **Planning:** Please plan your service activities accordingly to ensure you meet all deadlines.

Important Deadlines

- **First Semester:** All hours are due by the **end of the first week in December.**
- **Juniors (Final):** All final hours for the year are due by the **last school day of the second week in May.**
- **Seniors (Final):** All final hours for graduation eligibility are due by the **last school day in April.**

Student Responsibility & Supervision

- **Independent Documentation:** Students are responsible for organizing, completing, and documenting their own volunteer activities using the official NTHS service form.
- **Supervision Statement:** Please note that the NTHS Advisor will not be present during individual service experiences. It is the student's responsibility to ensure they are working under the host organization's supervision.

Membership Requirements:

Academic Requirements

- **CTE Enrollment:** Members must be currently enrolled in a Career and Technical Education (CTE) program.
- **GPA Standards:** Members must maintain a minimum **GPA of 3.0** at the Jackson Area Career Center.

Conduct & Attendance

- **Disciplinary Record:** Members must remain in good standing with no disciplinary actions on record.
- **Employability Skills:** Members must consistently demonstrate professional workplace values and soft skills.
- **School Attendance:** Members must have **5 or fewer** unexcused absences per semester.
- **NTHS Meetings:** Members are required to attend at least **80%** of all scheduled NTHS meetings.

Service Requirements

- **Community Service:** Members must complete a minimum of **5 hours** of community service **per semester.** (See below for specific Career Center service requirements.)

Guidelines:

General Requirements

- **Non-Profit Organizations:** All service hours must be completed with certified non-profit community organizations.
- **No For-Profit Work:** Credit will not be granted for work done for for-profit businesses or private companies.
- **Outside School Hours:** Service must be completed outside of the regular school day or during school breaks and holidays.
- **No Double Counting:** Hours used for NTHS cannot be used to fulfill requirements for other organizations (e.g., NHS, graduation requirements, or other clubs).
- **Timely Submission:** Service forms must be submitted within 30 days of the activity.
- **Independent Verification:** A supervisor from the organization must sign your form; family members cannot verify your service hours.

NTHS Specific Requirements

- **Semester Requirement:** A minimum of **5 hours** of community service must be completed each semester to maintain good standing.
- **Career Center Service:** At least **3 hours** of your annual total must be dedicated to Career Center programs (e.g., Hair Show, Plant Sale, Blood Drive, Operation Christmas Child).
 - **Note:** Even if you exceed 10 total hours, your requirements are not complete until the **3-hour Career Center** portion is met.
- **Mandatory Event:** All NTHS students must volunteer at either the **Fall Meet & Greet** or the **Spring Open House.**