



**SPACE & ENGINEERING ACADEMY
COMMUNITY SERVICE ACTIVITY
APPROVAL FORM**



This form must be completed and approved *before* participating in a community service activity that is not on the preapproved list posted in the “Community Service” channel in SEA TEAMS.

After completing this form, submit it to Ms. Haut in MS-22 for approval. Once approved and signed, turn the form in to Mrs. Contreras in H-4.

Remember, to receive SEA community service credit:

- The activity must involve helping a person or organization in the Tracy community, such as a charitable organization, school, or religious organization, by providing support they could not otherwise do themselves or could not do without assistance.
- The activity must directly benefit the Tracy community.
- The service activity must be independently organized and supervised and may not be organized or supervised by a family member.
- You may not receive payment or any other form of compensation for the activity, including grades, awards, or class credit.
- Community service hours submitted for JROTC, AVID, or any other organization or program may not also be used for SEA community service credit.

Your Name:	
Name of the Person or Organization You Plan to Help:	
Name of Event:	
Description of Specific Duties You Would Do for the Organization:	
Explain how the activity will directly benefit the Tracy Community:	
<u>Date(s)</u> and <u>Time(s)</u> You Plan to do the Service:	
Adult Supervising Event/ Activity: The person supervising your service must be an adult, and must be someone who will see you do the service	Adult Name:
	Adult Phone# and email:
SEA Community Service Approval	
Approved: ☐ Yes ☐ No Comments: _____	
Signature: _____ Date: _____	