

**SIERRA HIGH SCHOOL**  
**COMMUNITY SERVICE ACTIVITIES LETTER PROGRAM**  
**20\_\_-20\_\_ School Year**

***Community Service Activity Form***

**IMPORTANT NOTICE**

This form must be completed for each community service activity you do! Log sheets must be attached to this form. Failure to do so will result in denial. Log sheets cannot be submitted without this form!

**ALL FORMS ARE DUE BY **APRIL 1st****

**SUBMIT @COUNSELING CENTER**

**Be sure to READ this entire form before performing any community service** so you are familiar with the rules and regulations of this program. The purpose of this program is to award students who have volunteered at least 100 hours of their time in one calendar year (generally April to April of each year) to benefit the Manteca community and to foster an interest in community service for a lifetime.

**There are several regulations in place that students must follow to earn the award:**

- ✓ BE SURE to ask if your service will qualify for the program before you complete the service. This helps avoid any misunderstandings or denials.
- ✓ All volunteer work must be done from **April to April of the following year.**
- ✓ No more than 75 hours will be approved for any one activity/organization. A minimum of TWO activities/organizations are required.
- ✓ **Turn in your forms as you complete the volunteer service. Do not wait until all 100 hours are completed.** No forms will be accepted after **April 1st**-NO EXCEPTIONS!
- ✓ Be sure to READ the additional information listed on the back of this form to confirm what is ACCEPTED as community service through this program.
- ✓ THIS FORM must be completed for EACH activity. **A LOG MUST BE ATTACHED TO THIS FORM TO BE ACCEPTED.** Signatures from the organization must be on this form to count. **NO student signatures allowed.**

***Student Section (to be filled out by student, PRINT CLEARLY)***

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
**Student's ID Number:** \_\_\_\_\_

**Date(s) of Service:** \_\_\_\_\_  
**Name of Project:** \_\_\_\_\_

**TOTAL HOURS:** \_\_\_\_\_

**Brief description of involvement in activity:**

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***Organization's Section (to be completed by organization representative upon completion of activity):***

**Organization's Name:** \_\_\_\_\_  
**Name of Activity:** \_\_\_\_\_  
**Representative's Printed Name:** \_\_\_\_\_  
**Representative's Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*By signing this form, I verify that the information listed above is correct for this activity.*



## SIERRA HIGH'S ACTIVITIES LETTER PROGRAM FOR COMMUNITY SERVICE

Sierra High's Activities Letter Program for "community service" is intended to recognize Sierra High school students for providing volunteer community service to the community. In order to qualify for the community service award recognition, service hours must be served from **April to April of the following year**. Sierra High School has the right to deny hours that do not meet the guidelines of this program.

### SERVICE HOUR RECOGNITION LEVELS

**BLUE** (50-74 SERVICE HOURS)      **SILVER** (75-99 SERVICE HOURS)      **GOLD** (100+ SERVICE HOURS)

The purpose of the Community Service Program is to prepare each student to become a responsible, active citizen. To that end, the program strives to instill in each an awareness of the multiple needs of the community, a sense of moral obligation to help those less fortunate, and the desire to make one's community a better place to live. Volunteerism is the cornerstone of the program and as such must be free of personal gain, remuneration, or repayment of debts. Community service is just that and will be approved or denied on an individual basis. This program is provided in the spirit of community service and is not intended as a bridge to college/university entrance.

Volunteer hours not in compliance with the Activities Letter Program for Community Service may be used for other purposes.

***Community Service refers to volunteer work done for free in order to give back to the community.*** Volunteer time should focus on assisting non-profit organizations, individuals with special needs and community-based projects. Please read below for further clarification on what ***does and does not count*** under this program:

- 1) Volunteering at your church, synagogue or mosque **WILL NOT** be counted toward community service hours **UNLESS** the volunteer activity is open to and benefits the entire community. An example: feeding the homeless, food/clothing give-away to the community. Activities that benefit only the members or congregation of your church/synagogue/mosque **do not count** under this program.
- 2) Job training and/or internship assignments **WILL NOT** qualify for student community service credit such as helping in any professional office such as dentist, doctor, chiropractor, salon, etc.
- 3) Volunteering to help a neighbor, relative, or friend **IS NOT** considered community service for this program. Also, volunteering at a family business does not count.
- 4) Seniors volunteering for Sober Grad does not qualify because it is a "for-profit" organization serving a specific population rather than the community at large. Underclassmen may count hours served.
- 5) Volunteering for a politician or political campaign **WILL NOT** be counted for community service hours.
- 6) Any other service opportunities should be checked with Counseling Secretary, before you serve!

***All Activities Letters (and inserts for additional service years) will be awarded in April.***

## COMMUNITY SERVICE HOURS LOG - SIERRA HIGH SCHOOL

**(This**

**form is to help you track hours only. When submitting this form, you must attach it to a completed and signed Community Service Activity Form)**

[illegible]

Total Hours: \_\_\_\_\_