COMMUNITY SERVICE GUIDELINES

OVERVIEW & GRADUATION REQUIREMENT

All high school students must complete a minimum of 20 hours of unpaid community service outside of their home/family environment to satisfy graduation requirements.

- **What is Community Service?** Community service is volunteer work that gives back to the people and places around you. Because it is unpaid, your time and effort directly strengthen your local community.
- **Goal**: Foster personal growth, responsibility, and selflessness through service that directly benefits others.
- **Deadline**: Hours must be completed and submitted to your **Community Service Advisor** by the **end of March** of your graduating year.
- **Getting Started:** Hours must be earned **after completing 8th grade**. If you are unsure whether an activity qualifies, obtain prior approval from your High School Counselor.
- **Need Help Finding Opportunities?** If transportation is a challenge or you need assistance finding a placement, reach out to your Community Service Advisor or review Xello for opportunities closer to you. On-campus volunteer opportunities are available at each school, but spots are limited—be sure to connect with your advisor early so they can help you find an option that works for you.

GUIDELINES & ELIGIBILITY

What Qualifies (Acceptable)

- ★ Unpaid volunteer work for school, community, non-profit, or faith-based organizations.
- ★ Volunteering outside regular school hours (or during school hours if pre-approved).
- ★ Mentoring, tutoring, food drives, animal shelters, or community events.
- ★ Supporting enrichment for others (e.g., free dance lessons, assisting senior centers).
- ★ Scouting or youth organization service hours.
- ★ Multi-organization hours (submit a separate form for each organization).
- ★ Community Service is based on civic responsibility

What Does NOT Qualify (Unacceptable)

- Paid work or activities resulting in financial/material reward
- Normal daily/school activities (sports, clubs, band, school plays, class time).
- Family chores, babysitting siblings, or helping family businesses.
- Personal enrichment activities (e.g., attending dance classes, music lessons).
- Charitable monetary/goods donations (must be service time).
- Court-ordered service or disciplinary restitution hours.
- Travel time to/from the organization.

THOMPSON SCHOOL DISTRICT

COMMUNITY SERVICE DOCUMENTATION

Through community service, students are given opportunities to become responsible citizens by helping others while learning selflessness and fostering personal growth.

Student Name _____ Class of: _____ School _____

- ➔ Complete a separate set of forms for each organization. Submit each form when completed.
- ➔ Service Hours must be completed outside of regular school hours.
  - Specific situations within regular school hours must be approved prior to starting service hours

Parent/ Guardian Participation Verification: I approve my child's participation in this service activity.

Print Name _____ Signature _____ Date _____

ORGANIZATIONAL INFORMATION

Organization Name: _____

Address: _____

City: _____ ZIP CODE _____

Phone: _____ Contact Phone if different: _____

Contact Person Name: _____

COMPLETED BY ORGANIZATION:

Description Of Service Performed

Date MM/DD/YY	**Hours**	**Supervisor Initials**	**Date** MM/DD/YY	**Hours**	**Supervisor Initials**	**Date** MM/DD/YY	**Hours**	**Supervisor Initials**

Additional Comments from Organization

VERIFICATION and SIGNATURES

Organization Supervisor Verification
I confirm the student completed the listed hours and followed all organization guidelines.
PRINT NAME: _____ Signature _____ Date _____

Parent/ Guardian Verification
I confirm my student completed the above-listed hours of service.
PRINT NAME: _____ Signature _____ Date _____

Student Verification
I confirm I completed this service according to district guidelines.
I have completed all sections, including the reflection page, and submitted this form for review.
PRINT NAME: _____ Signature _____ Date _____

OFFICIAL USE ONLY:

Community Service Advisor
Approved; Graduation Requirements met and logged for transcript credit (CS_1000).
PRINT NAME: _____ Signature _____ Date _____

COMMUNITY SERVICE REFLECTION FORM

Complete and submit, along with the Community Service Documentation Form, to your Community Service Advisor for review. Fill out the following questions as completely as possible.

Student Name _____ Class of: _____ School _____

Why did you choose this activity?

Do you have an interest in this area?

What did you observe during your activity that made an impact on you?

How was this activity similar to or different from other educational activities?

What did you learn?

Was this a positive or negative experience for you, and why?

How does this service contribute to you being a responsible citizen?