

COMMUNITY SERVICE GUIDELINES/POLICIES

- All community service must be performed without a material or monetary reward.
- The service hours cannot be performed for a family member unless pre-approved by the High School Principal.
- Direct participation in a worship service cannot be used to fulfill the community service requirement. However, activities that are not a direct part of a worship service, i.e. babysitting during a worship service, parking cars at a church event, may be used as community service hours.
- The activity cannot advance nor can it inhibit religion.
- Students cannot use court-referred hours to fulfill the community service requirement.
- Activities related to campaigns for public office do not count toward the requirement.
- Service hours will be granted for fund-raising activities for worthy community causes, but fundraising for AHS clubs or organizations does not count toward the required hours.
- Service hours cannot be earned for participation in a team sport, including being a manager of a team.
- Entertainment or performance activities that are an extension of a class or a co-curricular requirement cannot be considered for community service credit.
- Students are highly encouraged to turn in their community service project verification sheets no later than one week after the completion of the service hours.

Deadlines for submission of hours:

Hours performed January – June deadline is September 30th of that same year

Hours performed July – December deadline is March 30th of the following year

After your service project is finished, this verification form must be completed, signed appropriately with the required signatures, and returned to the **Student Services** office for approval. **Please make a copy for your records.** The completed form will be kept on file until graduation.

If you have any questions regarding the Community Service Project requirements, please call the High School Student Services Office at (920) 492-2950 and select option 7.



COMMUNITY SERVICE PROJECT VERIFICATION

STUDENT PORTION: Please complete the entire student portion, have the agency complete their portion, and then turn the finished document into Student Services. Forms should be turned in as soon as possible after the community service project has been completed.

Last Name First Name Middle Graduation Year School Year

Name of Event: _____

Date of Event: _____ Number of Hours Served: _____

Description of Duties:

What I found rewarding about this experience:

Student Signature: _____ Date Signed: _____

AGENCY PORTION

The student successfully completed the volunteer service as stated above.

Supervisor Signature: _____ Date Signed: _____

Agency: _____ Telephone: _____

Comments: _____

OFFICE USE ONLY

Principal's Signature: _____