

STUDENT NAME: _____

Class of: 20____

Organization Served: _____

Total Hours Completed: _____

Project and/or Location: _____

Date(s) of Service: _____

As supervisor of this project, I verify that the above information is correct.

Signature of Supervisor

Phone Number

Date

Print Name of Supervisor



Brief Description of the organization that you served: _____

What kind of work did you perform? _____

Reflect on the work you performed and how it will benefit the community: _____

COMMUNITY SERVICE AWARD REQUIREMENTS (honor cord at graduation):

- Must complete a minimum of 160 hours
- **All work must be done for a non-profit agency**, unless you receive prior consent from your counselor and a written statement of the work is submitted.
- Work must be performed outside of school hours (Primary School Tutor class hours are not counted)
- Work may not be a classroom assignment
- Work is voluntary (you may not be paid for your community service hours)
- Club meetings AND participation in extra-curricular club events are not counted
- ASB/Student Council positions and time spent working as a student representative are not counted
- Verification forms must be completed and turned in within the school year in which the service was performed (hours completed during summer are credited to the follow school year)
- Honor cords for graduation are ordered in April of your senior year. **If you have not completed 160 hours by April 15 of your senior year, you must notify Ms. Zago by April 15 of your intent** to complete your 160 hours and turn in your verification forms before May 15. (Please note: if you do not notify Ms. Zago by April 15, you will not receive the Community Service Award and an honor cord will not be ordered.)