



HANSBERRY COLLEGE PREP

Community Service Hours Documentation Form

Directions: Fill out this form with complete and accurate information according to the guidelines listed below and submit to the community service mailbox in the main office **no later than 7 days** after completing the service. **If this form is not completely and accurately filled out according to these guidelines, credit may not be granted for the hours performed.**

Community Service Guidelines

1. Students can volunteer at any organization as long as it meets the following criteria: it must be a **nonprofit organization, no relatives** can be employed at the site, and **no compensation** can be received for the work that is performed. **Note: Daycares are not acceptable**, most senior centers and nursing homes are not non-profit; therefore, please double check their status before submitting documentation.
2. Multiple dates on the same form are not allowed!
3. Fill out this form completely in **ink**. Changes on this form **MUST** be signed or initialed by the supervisor. Otherwise, credit will not be granted.
4. A minimum of **one hour** of service must be performed before credit is granted.
5. Students cannot volunteer during school hours. Community service may **NOT** be performed on days when students are **absent or suspended** from school. The hours will not count.

FOR STUDENT TO COMPLETE:

Student name: _____

Student's advisor: _____

Event/Organization: _____

Address: _____

Date of Service: _____

FOR SUPERVISOR TO COMPLETE

Start time: _____

End time: _____

Total hours of service performed: ____ hrs ____ min
(Double check your math!)

Supervisor's name (print): _____

Supervisor's phone #: (____) _____

Supervisor's signature: _____
(Supervisor: Do not sign blank forms in pencil)

STUDENT REFLECTION:

Use the back of this paper to write a paragraph of at least five (5) sentences answering the following questions: (1) describe the service you performed, (2) why did you choose to perform your service at this location, (3) what impact did your service have on the organization or an individual, (4) what did you learn through this opportunity, and (5) would you return to this organization in the future, why or why not?

FOR OFFICE USE ONLY:

Received

Entered

Noble Efforts Change Lives. Be Noble.