



Community Service Form

Note: Community Service hours are to be completed outside of student's regular school and/or work schedule and must be nonpaid.

Instructions:

1. Complete the proposal and meet with your Guidance Counselor for approval.
2. Complete your community service hours.
3. Obtain and attach a letter on an official letterhead from the organization where you volunteered.
Make sure the letter includes the dates you volunteered and how many hours you completed.
4. Write a reflection regarding your community service on the form below.
5. Return this completed form and your letter to Mrs. Gartland, Career Specialist, in Student Services.

Proposal

Student's Name: _____ **Student's ID #:** _____

Guidance Counselor (check one): ☐ Mr. Eliason ☐ Ms. Cespedes ☐ Ms. Tefft ☐ Ms. Tannenbaum

Name of Organization: _____

Organization's Address: _____

Organization's Phone #: _____

Supervisor's Name: _____

Identify one or more social problems or concerns you wish to address through community service:

Examples: serving the community in order to help children or the elderly, serving the community to address an environmental concern, assisting those with special needs

What is your plan for addressing the problem(s) listed above?

Student's Signature: _____ **Date:** _____

Counselor's Signature: _____ **Date:** _____

Reflection

Student's Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____