



## 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 School 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 #:** \_\_\_\_\_

**School Counselor** (check one):  Mr. Eliason  Ms. Knowles  Mr. Vickery  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:** \_\_\_\_\_