



**Documentation of Community Service Hours Form
2012 – 2013 School Year**

Directions: It is your responsibility to submit this form with complete and accurate information according to the guidelines (listed below) that apply; otherwise your hours will be rejected. 2012-2013 community service hours are due by Wednesday, June 12, 2013 at 4:30 p.m. Students who do not complete their grade level requirement will fail the community service promotion requirement and will be required to take a class during the summer at a cost of \$140, or they will be retained.

Guidelines:

1. Perform service at an approved site/project. Hours that are not performed at an approved site, or cannot be verified, will be rejected.
2. Complete one form for each date of service. Multiple dates may not be combined on the same form.
3. Any corrections or changes made to this form that are not signed/initialed by the site supervisor will be rejected.
4. Forms must be submitted to Ms. Wright in Room 212 within 31 days of the date of service. Faxed or emailed forms are also acceptable.
5. Scholars must complete the five sentence requirement on the back or their hours will be rejected.

<u>Grade Level</u>	<u>Promotion Status Requirement</u>
Freshmen	5 hours
Sophomores	15 hours
Juniors	25 hours
Seniors	40 hours

Name of Student: _____

Advisor:

Name of Community Service Site/Event: _____

Supervisor Name (print): _____

Supervisor's Phone Number: _____

Extension:

Supervisor's Signature:

(PLEASE DO NOT SIGN BLANK FORMS)

Date of Community Service:





JOHNSON COLLEGE PREP

A CAMPUS OF NOBLE STREET CHARTER SCHOOL

(MULTIPLE DATES MAY NOT BE COMBINED ON THE SAME FORM)

Start Time: _____

End Time: _____

Total hours:

SCHOLAR: Write a legible description (at least five complete sentences) of your community service experience. Include details about what was done and a general reflection of the experience. Questions to consider: How is the organization/service impacting the community? Did the experience impact the way you see yourself and the world? What did you enjoy most about the experience? What did the experience teach you? What was the greatest reward for you as a volunteer?

STUDENTS WHO DO NOT COMPLETE AND SUBMIT THEIR APPROVED GRADE LEVEL REQUIREMENT FOR COMMUNITY SERVICE WILL BE REQUIRED TO ATTEND A SUMMER SCHOOL COURSE AT THE COST OF \$140 OR THEY WILL BE RETAINED. THE APPROVED COMMUNITY SERVICE HOURS DEADLINE FOR SCHOOL YEAR 2012-2013 IS WEDNESDAY, JUNE 12, 2013 AT 4:30 P.M. ALL FORMS MUST BE SUBMITTED TO MS. WRIGHT IN ROOM 212. FORMS MAY BE FAXED OR EMAILED. CONTACT MS WRIGHT IF YOU HAVE ANY CONCERNS.

**Ms. Wright
Room: 212
Phone: (312) 348-1888
Email: dwright@nobleenglewood.org
Fax: (312) 278-0449**

