**COMMUNITY SERVICE VERIFICATION FORM**

Direction about how to complete this form, and how to have community service hours recognized on your high school transcript, are included on the reverse side of this form.

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Agency** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Agency Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Site Manager** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates and hours served (please include month, day and year)**

**DATE ACTIVITY HOURS**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Total hours served at this agency:** \_\_\_\_\_\_\_\_\_ **Starting date of service at this agency:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ending date:** \_\_\_\_\_\_\_\_

**Signature of Site Manager** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(See reverse for more details and instructions)

**COMMUNITY SERVICE VERIFICATION FORM**

Your volunteer time can be documented on your high school transcript. For questions and pre-approval of sites, please contact to your College Counselor.

**Directions for completing this form:**

1. Use one form per agency. If your volunteer work is done through an on-campus service club, please use one form and have your club advisor sign it. You may copy this form.

2. Please fill in the entire form. When recording dates, please include month, day, and year.

3. Once you have completed 100 hours, turn all forms into Mr. Gecit, SST-Corpus Christi, Ext 361-851-2450 Ext. 103

**To be eligible for transcript recognition for your volunteer time, you must:**

• Complete 100 or more hours of volunteer service after completing 8th grade and prior to graduation.

• Record all of your hours on these forms, have a supervisor at your service site sign the forms, and turn all forms in to the dean of academics/students each time you have completed 100 or more hours. Please don’t re-submit hours that have already been recorded on the transcript.

• The total number of service hours will be printed on your transcript.

**The following volunteer projects are eligible for transcript recognition:**

• Volunteering at a non-profit organization

• A service-learning project in one of your classes

• A volunteer project required for a class (i.e. Life Skills volunteer hours)

• Community organizing including voter registration and political campaigns.

• Service learning projects outside of class including the training and preparation time. (Training time must be directly related and cannot be greater than 50% of the number of direct service hours.)

• Time served with a faith-based institution that does **NOT** include teaching or promoting one faith. (Examples: serving food, fundraisers, banquets, volunteering at the facility.)

**The following volunteer projects are NOT eligible for transcript recognition:**

• Hours spent teaching religion in a church, synagogue, mosque, or faith-based institution will **NOT** be recognized because SST schools are public, nonsectarian institutions. Therefore, hours spent at religious pre-schools and day camps as well as hours served during religious ceremonies (including choirs, bands, etc.) may **NOT** be claimed.

• Time served benefiting a for-profit corporation may **NOT** be claimed.