

# Community Service & Service Learning Contract

All Service Activities Must be Pre-Approved

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Advisor \_\_\_\_\_

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## ORGANIZATION INFORMATION

Organization \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Description of services to be performed \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

**\*Student must attach an introduction letter outlining why they are interested in working with the organization. Students must check in with advisor, at least once, prior to completion of their hours.**

***Pre-Approval Center School Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_***

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**VERIFYING INFORMATION** - To be completed by student and signed by the organization coordinator. Use additional pages for dates of service, hours served and signatures.

Date of Service	Hours Served	Signature of Authorized Supervisor
	<b>Total Hours:</b>	

I verify that this student has completed the above number of hours towards fulfillment of the Student Service requirement for high school graduation at The Center School.

\_\_\_\_\_  
Signature of Site Coordinator                      Date                      Name of Site Coordinator - Printed

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## **STUDENT VERIFICATION**

I verify that I have completed the above documented service and understand that I must also complete the reflection requirement in order to fulfill the service-learning requirement for high school graduation at The Center School.

\_\_\_\_\_  
Student Signature                      Date

## **ADVISOR VERIFICATION**

This student has earned the above hours of service learning through completion of the verification of hours, evaluation from the organization, thank you letter and satisfactory completion of the written reflection questions.

\_\_\_\_\_  
Advisor/Counselor                      Date

## **BASIC GUIDELINES FOR SERVICE HOURS**

- ✓ Activities must be pre-approved with counselor or advisor.
- ✓ Service hours are non-paid (if there is a question, advisor will decide on a case by case basis).
- ✓ Needs to be for the greater good of the community.
- ✓ Needs to be with a professional organization (no family babysitting cleaning grandma's house, etc.).

## **COMMUNITY SERVICE QUESTIONS**

**Please answer the following questions on a separate piece of paper.**

- ✓ Why/how did you choose this organization, group, cause?
- ✓ What planning was involved before you actually performed your service hours?
- ✓ What did you learn?
- ✓ What were the positives/negatives of your service hours?
- ✓ Would you continue to support/help this organization/group/cause? Why or why not?