

Golder College Prep Community Service Documentation Form

Directions: It is your responsibility to fill out this form completely and accurately in order to receive your service hours. Please read the guidelines below CAREFULLY.

Guidelines:

1. Perform service at **approved** sites only. Approved sites include **non-profit organizations** at which a family member does not work. (If you are not sure, please ask).
2. You have seven (7) school days from the date of service to turn in your sheets to the correct community service box in the MPR. No exceptions.
3. Complete one form for each service session. Multiple dates/hours may not be combined on the same sheet.
4. Use only professional blue or black ink. White-out or pencil is not permitted.
5. Any corrections or changes made to this form that are not signed/initialed by the site supervisor will be rejected.
6. A minimum of ONE HOUR of service must be performed before any credit is granted.
7. Faxed, copied, or emailed forms WILL NOT be accepted.
8. Under NO circumstances can service hours be completed during regular school hours.

Attention Site Supervisor: Please do not feel obligated to fill this entire form out for students. Students should fill the form out themselves and just ask for you to fill out your name, signature and phone number. If a student hands you a blank form, please ask them to fill in their information BEFORE signing it. We ask that you do not sign blank forms. We appreciate you hosting our students and do not wish to burden you with the paperwork our students are responsible for.

Name of Student: _____ Advisor: _____

Grade: _____

Name of Organization or Event: _____

Supervisor's Name: _____ Signature _____

Supervisor's Phone Number () _____

Date of Service: _____

Start Time: _____ End Time: _____ Total Hrs.: _____

Due Date	1/16/18	6/4/18
9 th grade	10 hours	20 hours
10 th grade	30 hours	40 hours
11 th grade	50 hours	60 hours
12 th grade	80 hours	

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