



2017-2018 School Year – Community Service Approval Form

If form is incomplete, it will be returned to your advisor and you will be responsible for fixing errors and resubmission. Detach your student receipt below as proof of submission.

Procedures:

1. Perform service at an approved site
2. Approved site must be a NOT-FOR-PROFIT organization. NO EXCEPTIONS.
3. One form per volunteer organization
4. The form must be completely filled out in ink (no pencils)
5. Advisors are responsible for submitting this form to Ms. M's mailbox within 1 month after service is performed.
6. Email accounts that are self-made are not acceptable (Yahoo, Gmail, Hotmail etc.). Additional verification will be required if this is the case. Business cards, letter on letterhead, flyers and brochures are acceptable forms.

Student Name: _____ Advisor: _____

Volunteer Organization: _____ Website: _____

Volunteer Organization Supervisor Name (Print Name): _____

Supervisor Phone Number: () _____ ext. _____ Supervisor Email: _____

Date(s) of Service: (mm/dd/yyyy) _____ Total Hours: _____

Supervisor Signature: _____ Date: _____

By signing, I verify the above information is correct and accurate.

Rate student's work ethic? [Not good 1 2 3 4 5 amazing, never tried!]

Work/Activities performed (Preferably filled out by the Supervisor):

Advisor Approval:

I have reviewed this form and checked that the student logged hours through the Wiki _____ (Initials) Date:

Cut along this line

Students Name: _____ Name of Volunteer Organization: _____

Date of Community Service: _____ Start Time: _____ End Time: _____ Total Hours: _____

Date Submitted: _____ Advisor: _____ Advisor Approval (Initials): _____