

Student's Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

Total  
remaining  
hours  
  
\_\_\_\_\_

**2018-2019 Brew Tech High School  
Community Service Verification Form  
MAJOR GRADE**

Students will be required to follow **ALL** instructions in order to receive credit for this assignment.

1. Minimum of 10 hrs completed per 9 weeks (must be completed between 8/7/18 and 5/2019)
2. MUST be pre-approved. **STUDENTS MUST HAVE THEIR COMMUNITY SERVICE SITE APPROVED PRIOR TO COMPLETING THE SERVICE. FAILURE TO DO SO WILL RESULT IN THE STUDENT NOT RECEIVING CREDIT FOR THAT SERVICE. No prior approvals will be given beginning the Monday before the due date.**
3. Completed at a non-profit agency, organization, and/or religious organization (student athletic events DO NOT count)
4. Parents CANNOT be the agency contact to verify hours.
5. MUST turn in completed service verification form.
6. MUST turn in original verification letter on official agency letterhead and signed by agency contact. (signature of agency contact must appear on both communication service verification form and agency letter)

**Due Dates:**

October 5, 2018

December 14, 2018

March 8, 2019

May 3, 2019

**Grading Criteria**

- \_\_\_\_\_ Community Service non-profit site was pre-approved by teacher (10 pts)
- \_\_\_\_\_ Form completed without any blanks (20 pts) **\*-5 points per blank up to -20 pts**
- \_\_\_\_\_ Completed 10 hours (5 pts for each hour of service) (50 pts)
- \_\_\_\_\_ Signed Letterhead attached (20 pts)
- \_\_\_\_\_ **Total possible points 100**

**Form on back**

## Community Service Verification Form

Read and complete the form and **turn it in along with your signed letterhead** by the due date for the nine week grading period.

### Community Service Contact Information:

Site Location: \_\_\_\_\_ Date(s) of Service: \_\_\_\_\_

Agency/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Academy Teacher's Approval: \_\_\_\_\_

### Description of the Activities Completed: *(To be completed by student)*

Describe the activities completed for Community Service, including how the activity benefits members of the community and what you learned from this experience.

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**Verification:** I hereby verify that the Community Service activities were completed as described above:

Agency Contact Signature(s): \_\_\_\_\_ Total Hours = \_\_\_\_\_

**\*In addition to the above signature, students must attach a signed letter on agency's letterhead to this form stating how many hours were completed. No emails will be accepted. \***

### Parent/Student Confirmation of Hours of Service:

I hereby verify that the Community Service activities were completed as described above:

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_