**Community Service Verification Form**

**2025-2026**

✅ **You need 24 hours of community service to graduate. (6 per year)**  
📅 **Turn in this form to Mrs. Niederstadt (Career Center) within 30 days**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Graduation Year:** \_\_\_\_\_\_\_\_\_\_\_

**Organization or Event You Helped:**

**What did you do?**  
(Be specific! How did your work help the organization?)

**Dates & Times You Volunteered**

(For more than 4 entries, use an activity log sheet.)

|  |  |  |
| --- | --- | --- |
| **Date** | **Time you worked** | **Total Hours** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TOTAL HOURS (Supervisor fills this out):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_  
**Organization Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #:** \_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_  
  
**Final Approval (Mrs. Niederstadt):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Pre-Approved  ☐ Denied

📢 **Attention 10th–12th Graders!**  
To keep your **off-campus lunch privileges**, you must be **up to date** on your required community service hours: **10th Grade:** 6 hours **11th Grade:** 12 hours **12th Grade:** 18 hours (All 24 hours due May 29th, 2026)

**✅ What Counts as Community Service?**

* Volunteering for a **non-profit** group or **organized event**
* Done **outside of school hours**
* Must be **unpaid** and **not for a class grade**
* Done under **adult supervision**
* No work for **relatives** or **friends**
* **Not** for court-required hours
* Work must benefit the **community (people)**, and not doing the work of a paid position in an office/organization

**✅ Good Examples:**

* Helping at local events or nonprofits (Chamber of Commerce, Library, Food Bank)
* Volunteering at school events (track meets, theater productions)
* Pre-approved CHS opportunities on the Guidance Office window
* Helping through a **school club**

**🚫 Not Allowed:**

* Babysitting, tutoring, or yard work for family/friends
* Fundraising for personal trips (church, band, etc.)
* Anything done for a class project
* Any summer service **without pre-approval may be denied**
* Summer hours must be turned in within 30 days of school starting
* **Freshmen can't count service from before 9th grade**

**📝 How to Do It Right:**

1. **Ask** Mrs. Niederstadt for approval if needed (especially for paid businesses).
2. **Pick up** this form on the Community Service Board.
3. **Fill out** your section and get all **signatures**.
4. **Turn it in** to Career Center.
5. Your hours will be recorded and tracked for graduation.