



VOLUNTEER SERVICE HOUR DOCUMENTATION FORM

STUDENT NAME: _____ STUDENT CELL#: _____

LIST EACH DAY YOU VOLUNTEER SEPARATELY (THIS INCLUDES LONG TERM ACTIVITIES LIKE INTERSHIPS OR PRODUCTIONS).
DIFFERENT ACTIVITIES CAN BE PLACED ON THE SAME FORM. THE SUPERVISOR MUST SIGN IN THE SPACE PROVIDED.

<u>ORGANIZATION</u>	<u>DATE WORKED</u>	<u>TIMES WORKED</u>	<u>SERVICE ACTIVITY</u>	<u>Supervisor</u>	<u>HOURS</u>
TOTAL HOURS					

Contact Person Signature: _____
 Student Signature: _____
 Guidance Office Approval: _____ Date Entered in Focus: _____

VOLUNTEER SERVICE HOURS



Service hours are volunteer hours performed by a high school student in his/her school or the community.

The following service activities are suggested:

1. The preservation of the environment and/or the protection of historical sites
2. The promotion of the health, welfare and safety of the community
3. The improvement of the standard of living for residents of our community
4. The encouragement of the growth of the arts in our community
5. The improvement and enrichment of the lives of the mentally and/or physically disabled of our community
6. The promotion of a quality life for the senior citizens of our community
7. The provision of leadership, guidance, and activities for the youth of our community
8. Identify a social problem not covered by one of the above seven areas

PROCEDURES AND GUIDELINES

Students must perform volunteer services on their own time, which can include: students' lunch break, during "the walk" (peer counseling, tutoring, mentor), other services to the school (library and/or office), and before /after school.

Service hours must be recorded on the Volunteer Documentation Form, found in the High School Guidance Office, on the "Grab and Go Wall". You can also submit documentation on agency letterhead of the number of hours, activities performed, and dates of service completed from the organization. Documentation must always include dates, times, activities performed, and hours earned.

If you have a question regarding the acceptance of an activity for service hours, please contact High School Guidance to approve the service prior to the student's participation. Service hours are not a graduation requirement however; service to your school/community is required for the Bright Futures Scholarships and many other scholarships.

Service Hours Cheat Sheet

What May Count	What Will Not Count
Participation in church sponsored projects that directly address a community need or social issue will count as service hours. IE: VBS, (logistics – not teaching), church nursery, mission trips (working hours only)	Activities for the sole benefit of a religious house of worship and its congregation IE: Praise Team, Religious teaching, and Praise Band
Service to a for-profit institution like hospitals, nursing home, vet clinic business or government internship (approval required)	Service to a for-profit making organization other than hospitals, nursing home, and vet clinic
Fundraising for not-for Profit organizations or charities, IE: Red Cross, Salvation Army, Meals on Wheels, Shelters, Public Libraries, Habitat for Humanity, Race for the Cure, Relay for Life, activates on behalf of a candidate for public office,	Training hours that are required for working a volunteer position at a not for profit
Service to the Humane Society, Animal Shelter or a Vet Clinic	Fostering animals in the home
High school club service projects	Club meetings
Participation in rehearsals, performances, or festivals count if the following apply: <ul style="list-style-type: none"> • The activity is not a classroom requirement for a grade • Students will receive credit for rehearsals and performances as follows: <ul style="list-style-type: none"> ○ Two hours of rehearsal equals one hour of volunteer credit ○ Performance credit equals the length of the performance – Maximum of 2 hours. ○ Not to exceed 30 hours of volunteer credit per production • Student participation is of a voluntary nature • Neither the student organization nor the sponsoring organization receives payment for the performance (Not-for Profit Organizations excluded). 	Performances for a class grade or a club meeting, private recitals, paid performances
	Attendance at self-improvement workshops, training, conferences, competitions, travel, or job shadowing
	Volunteer time spent training for a job or for the purposes of career development
	Service performed as a result of disciplinary action taken by the school or courts
	Family related activities or service to family members, defined as: parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, (includes all step relations)
**This list is not an all-inclusive list. Check with the Volunteer Service Coordinator at your school before you commit to a service project if you are unsure. **	Work that is compensated either financially or with some other material gain, including a grade or extra credit.
	Babysitting
	Donations – IE: canned foods, Locks of Love, blood donations