

DCSD Community Service Documentation

Beginning with the Class of 2012

Purpose: Through community service students are given opportunities to become responsible citizens by helping others while learning selflessness and fostering personal growth.

Student Information

Student Name: _____		Graduating Year: _____	
Please choose School _____	Student ID# _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>

Organization Information

Organization: _____	Dept: _____
Address: _____	City: _____
State: _____	Zip Code: _____

Description of Service Performed: _____

Verifying Information

Date of Service	Hours Served	Evaluation of Student's Work
_____	_____	Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Excellent <input type="radio"/>
_____	_____	
_____	_____	

Comments:

Verified by Site Contact (please print)

Signature of Verifier

Telephone Number: _____
(If contacted, this individual can verify student's hours)

Student/Parent

I verify that I have completed the above documented service and have followed all guidelines. I understand that I must fully complete all parts of the form including the reflection page in order to have my completed service hours processed to fulfill my community service graduation requirement of 20 hours.

Student Signature

Date

By signing below, I verify that I have given approval for my child to participate in this service activity, and that he/she has completed the hours of service as indicated above.

Parent Signature

Date

Every student attending a Douglas County School is required to fulfill a 20 hour community service requirement outside of their home and family environment in order to graduate. Any activity that meets the following guidelines is acceptable. All hours must be documented on a **DCSD Community Service Documentation** form, completely and legibly, to be processed. All hours documented will be noted on the student's transcript.

Acceptable:

- Any service lasting a minimum of 2 hours total. (This can include service opportunities that take place over several different days for less than 2 hours at a time, it must add up to 2 hours to be accepted for processing)
- Any service commencing after the successful completion of eighth grade
- Recommended completion by end of third quarter of senior year, except by prior approval of the principal
- All aspects of the service approved by parent or guardian
- Service learning hours which receive no academic credit

Not Acceptable:

- More than 25% of service learning being performed for a school team, club, activity, or faculty member. (This does **not** include activities scheduled by school organizations or faculty members to assist an outside organization, such as NHS coordinating volunteers to help at the Food Bank of the Rockies.)
- Any service paid for or for credit for disciplinary or adjudicated purposes
- Any activity for family, friends, an employer or private business
- Non-approval or absence of approval by the parent or guardian
- Any activity that is rewarded by a badge, such as Boy and Girl Scouts
- Any activity that results in lettering at the school

Any student who is lacking transportation and would like information about service opportunities at school or has any questions about graduation requirements should contact their respective high school's Counseling Department.