

# Work *Ethic* Certification Community Service Documentation



Student Name \_\_\_\_\_

Name of School \_\_\_\_\_

Through community service, students are able to apply Work Ethic standards demonstrated in academia to the real world. Those standards are:

- |              |        |  |                |   |
|--------------|--------|--|----------------|---|
| Yes ___      | No ___ | <b>Show a positive attitude</b>              | ___Yes ___No   | <b>Manage time effectively</b>                    |
| Yes ___      | No ___ | <b>Work well with others</b>                 | Yes ___ No ___ | <b>Apply good listening skills</b>                |
| Yes ___      | No ___ | <b>Follow Directions</b>                     | ___Yes ___No   | <b>Be honest and dependable</b>                   |
| Yes ___      | No ___ | <b>Arrive to work on time</b>                | Yes ___ No ___ | <b>Know the need to pass a drug or Background</b> |
| <b>Check</b> |        |  |                |   |
| Yes ___      | No ___ | <b>Recognize problems and find solutions</b> | ___Yes ___No   | <b>Dress properly and practice good hygiene</b>   |

**Instructions: Please list the project and hours completed.**

Have the project supervisor sign and date per the Work Ethic Certification standard.  
 To earn three points, you must complete at least 24 hours of community service.  
 To earn two points, you must complete at least 12 hours of community service.  
 To earn one point, you must complete at least 6 hours of community service.  
 Community service is defined as volunteering to help others through a school or community project.  
 Volunteering involves performing the service without pay.

Project	Hours	Dates of Service	Project Supervisor Printed Name	Project Supervisor Signature
_____				
_____				
_____				
_____				
_____				
_____				

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

Submit this form to the school designee by the end of the day on \_\_\_\_\_

**For more information, contact:**  
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