



# Columbia High School

Craig McKee – Principal  
Janet McCutcheon – Assistant Principal  
Jenny Vint – School Counselor  
R. Howard Kreps – Athletic Director

## COMMUNITY SERVICE WORKSHEET

Students must complete at least 30 hours of volunteer service to graduate. The student should complete this worksheet for each volunteer service activity they complete. It is the responsibility of the student to file this form in the appropriate section of their portfolio.

### **GUIDELINES:**

- *Must be conducted through a credible non-profit service organization (i.e. school-sponsored club or group, Red Cross, food bank, etc.)*
- *Must receive a signature from someone in charge of the service activity.*
- *Cannot receive compensation or a grade for the service.*
- *Cannot be mandatory service that has been required by school, city, county or a state agency.*
- *Cannot be earned during the school day unless pre-approved by a school administrator.*
- *Cannot be service performed for a relative or employer.*

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ Date \_\_\_\_\_

Organization Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name & Title \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Hours Volunteered \_\_\_\_\_

**PREPARATION and ACTION:** *What did you do? Why? Who did you serve? Where? When?*

**REFLECTION and DEMONSTRATION:** *What did you learn?*