**COMMUNITY SERVICE FORM**

VOLUNTEER’S PRINTED FIRST NAME LAST NAME STUDENT SIGNATURE

GRADE AT TIME OF SERVICE GRADUATION YEAR

 HOURS OF SERVICE

TO BE FILLED OUT BY VOLUNTEER:

WRITE A COMPLETE AND DETAILED DESCRIPTION OF WORK COMPLETED BY YOU—WRITE A PARAGRAPH IF NEEDED!!

PRINTED NAME OF PERSON IN CHARGE: TITLE OF PERSON IN CHARGE: DATE OF ACTIVITY : SIGNATURE OF PERSON IN CHARGE: PHONE NUMBER OF PERSON IN CHARGE:

SIGNATURE OF HOMEROOM TEACHER AFTER WORK HAS BEEN COMPLETED:

PRINTED: SIGNATURE: DATE ENTERED INTO SYSTEM:

STUDENTS DO NOT WRITE IN THIS AREA

9th 10th 11th 12th

NUMBER OF HOURS AWARDED BY HOMEROOM TEACHER AND APPLIED IN SYSTEM (MAX OF 3 HOURS)

**STMA COMMUNITY SERVICE**

***STMA High School Community Service Mission Statement:***

*To encourage and enhance student involvement in the community and develop a desire to help others while growing as an individual and a productive member of society.*

***STMA Graduation Requirement***

To earn a diploma from St. Michael-Albertville High School, a student must complete a total of 4 community service hours through a minimum of 2 different activities for each year in attendance. This totals 16 service hours through a minimum of 8 activities for a standard freshman-to-senior high school career. Students who do not complete this requirement by the end of their senior year will not receive a diploma. Note the following guidelines:

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Total of 4 (four) hours per year earned through 2 (two) activities for each year in attendance. No more than 3 (three) hours will be granted to any 1 (one) activity.

Activity is defined as an acceptable service that is done on one day.

You cannot break one four-hour period on the same day into two different activities.

Students cannot earn more hours to “work ahead”, but can catch up for lost hours if fallen behind.

***Definitions***

***Community Service -*** *Work done for others that is not for pay and not for a class grade. The goal of community service is to improve the community in which you live or another community that might need help.* ***Activity –*** *One activity is assisting with an individual organization or event per day. Multiple activities may be earned in one day, but must be for separate organizations or events.*

***School Year*** *– School year begins the first day of summer to the last day of the following school year.*

***Acceptable Activities***

* Community activities not for pay or a class grade

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Community activities through school clubs, organizations, or church groups Service in any community, even outside of the STMA school district

Non-Family individual assistance, such as babysitting, moving, painting, cleaning Fundraisers assisting community groups

***Unacceptable Activities***

* Assisting a family member/relative

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Assisting teachers, janitors or other school personnel in regular duties Court-ordered community service hours

Activities related to a business for profit, or student/adult place of employment

***Earning Community Service Hours:***

Students’ homeroom advisors will approve acceptable community service activity hours. If a student has questions as to whether an activity is acceptable, he/she should consult the homeroom advisor for pre-approval.

***Large Projects***

Large project activities (i.e. mission trips, Eagle Scout projects, multi-day activities) can be counted as 1 activity per day for a maximum of 3 hours per day. However, a large project can only count for a maximum total of 8 of the 16 hours needed for graduation.