



Community Service Documentation Form

Firecats are proud and give back to their communities. Firecats care about themselves and others.

STUDENT fills out this section: (only one session per form permitted)

Name of Student: _____ Grade: _____ Advisor: _____

Site Name **and** Address: _____

SITE SUPERVISOR fills out this section:

Date of Service: _____ Start Time: _____ End Time: _____ Total Hours Served: _____

Supervisor's Name (please print): _____

Supervisor's Email: _____

Supervisor's Phone #: _____

Supervisor's Signature: _____

Student Directions: Complete this Community Service Documentation and Reflection Form. Submit it to the Community Service mailbox in the main office **by 8:00AM on the Wednesday following your community service.** **You may submit forms earlier than the deadline, but late forms will not be accepted.** Additionally, failing to follow the procedures below will result in your hours not being accepted.

Community Service Procedures:

BRING THIS FORM WITH YOU ON THE DATE OF YOUR COMMUNITY SERVICE!		
Where You Serve	When You Serve	How to Document
Students can volunteer at any organization as long as it meets the following criteria: <ul style="list-style-type: none"> It must be an official non-profit 501(c)(3) organization No relatives can be employed at the site No compensation can be received for the work that is performed 	Students cannot volunteer during school hours. Multiple dates may not be combined on the same sheet.	Complete one documentation form for each date of service. Documentation form must be completely filled out in ink . The use of white out is not permitted. Any corrections or changes made to the form that are not signed/ initialed by the site supervisor will be rejected. Faxed/Emailed forms will not be accepted.

Please turn the page to complete the Community Service Reflection Form.

ADMIN USE ONLY:		
Received Date	Form Error (to correct)	Form Error (rejected)
	Incomplete Student/Supervisor Info Illegible Handwriting Incomplete Reflection Questions Return Date: _____ Corrections Due: _____	Late Form Site not approved Hours during school day Unable to verify/forgery





Community Service Reflection Form

Directions: Reflect on your community service experience by completing the following questions. **Make sure you completely and professionally answer each question in 2-4 sentences.**

NOTE: You may be chosen to reflect on your community service with the Community Service Coordinator. Be prepared to discuss your experience.

1. Describe your community service experience. What did you do today?

2. What appealed to you about this community service opportunity? Is this type of community service related to any goals/interest you have about your future? Explain why or why not.

3. How does the organization/event you served at help the community? What are its goals and/or mission?

4. What is one take away from your community service experience today? How were you able to help the organization with its goals/mission?

5. Would you volunteer at this organization/event again? Why or why not?

