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 5:00 PM 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!**

<table>
<thead>
<tr>
<th>Where You Serve</th>
<th>When You Serve</th>
<th>How to Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students can volunteer at any organization as long as it meets the following criteria:</td>
<td>Students cannot volunteer during school hours.</td>
<td>Complete one documentation form for each date of service.</td>
</tr>
<tr>
<td>- It must be an official non-profit 501(c)(3) organization</td>
<td>If absent from school, hours will not be valid.</td>
<td>Documentation and Reflection form must be completely filled out in ink.</td>
</tr>
<tr>
<td>- No relatives can be employed at the site</td>
<td>Multiple dates may not be combined on the same sheet.</td>
<td>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.</td>
</tr>
<tr>
<td>- No compensation can be received for the work that is performed</td>
<td></td>
<td>Faxed/Email and photocopied forms will not be accepted.</td>
</tr>
</tbody>
</table>

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

**ADMIN USE ONLY:**

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Form Error (to correct)</th>
<th>Form Error (rejected)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Incomplete Student/Supervisor Info</td>
<td>Late Form</td>
</tr>
<tr>
<td></td>
<td>Illegible Handwriting</td>
<td>Site not approved</td>
</tr>
<tr>
<td></td>
<td>Incomplete Reflection Questions</td>
<td>Hours during school day</td>
</tr>
<tr>
<td>Return Date: _____</td>
<td>Corrections Due: _____</td>
<td>Unable to verify/forgery</td>
</tr>
</tbody>
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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?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________