

Upper School Community Service Certification of Completion

2021-2022

Students are required to give **twenty hours** of service each year. Service may be performed the summer before the school year begins. Service credit will be granted for hours given in the spirit of voluntarism to a **nonprofit** (e.g., Red Cross) or a service-delivery (e.g., hospital) organization, as long as no remuneration is received. If a student is a member of an organization that expects service from its members (eg. scout project), hours may not count toward the school requirement.

If a student has a question about the validity of a certain service experience, he/she should seek preapproval from Rev. Williams (jwilliams@heathwood.org) or Mrs. Hagstette (ehagstette@heathwood.org) before performing the service. The adult supervisor may not be the student's parent.

This form must be submitted within 30 days of the completion of service, (or within 30 days of the start of school if work is performed over the summer). **Forms should be turned in to the Upper School Office.**

Student Name: _____ Grade: _____ Advisor: _____

Name of Organization: _____

Name and Title of Supervisor: _____

Date(s) and Time(s) Worked: _____

Total Hours Worked: _____

Nature of Service (Please be detailed and specific)

Signature of Supervisor: _____ Date: _____

Telephone #: _____ Email Address: _____

For Office Use Only

The Faculty Supervisor of Community Service must approve all completed service before it is credited toward the fulfillment of the requirement.

[] Service Approved # Hours Recorded: _____ Date Recorded: _____

[] Service Denied Reason: _____

Initials: _____

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