

**Alexander Hamilton High School
COMMUNITY SERVICE FORM**

Every student at Alexander Hamilton High School should perform volunteer work prior to graduation. Finding ways to help others in need is one of the greatest gifts you can give to your community! Hours accumulated over your four years may help you apply for grants and scholarships for college and many colleges will require a record of Community Service for their applicants. Volunteering also helps you gain real world experience and useful job skills. So do something good for your community - VOLUNTEER!

Students must:

1. Perform work for a **non-profit organization**
2. Complete the work for neither money nor credit
3. List hours worked on a **daily basis** as performed (do not log as total sum of hours worked over an extended period of time)
4. Have the adult that supervised you sign for your work completed each and every day
5. Perform work outside of regular school hours
6. Submit this **completed** form to the main office (make a copy for your records!)
7. Be sure to obtain your Parent or Guardian's permission before participating!

Please note: When "TOTAL HOURS" include a partial hour, it will be converted to the lower full hour. i.e., 10 ½ hours will record as 10 hours.

Please Print CLEARLY!

Student Name: _____ Grade: _____ SLC/Mag: _____

DATE HOURS PERFORMED <small>(LIST EACH DAY SEPARATELY)</small>	HOURS WORKED ON THIS DAY	NAME OF AGENCY WHERE PERFORMED	TYPE OF WORK PERFORMED	SUPERVISOR'S SIGNATURE	SUPERVISOR'S PHONE # <small>(FOR VERIFICATION)</small>
<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> TOTAL	FOR OFFICE USE ONLY Computer entry Total hours entered: _____ Date entered: _____ by: _____				

****Community Service Hour forms must be submitted NO LESS THAN 30 DAYS prior to graduation to be considered for awards and recognition. Always ask for a letter of recommendation from your service coordinator or supervisor. Keep a copy of all documents and forms****

Suggestions for Community Service Hours

- *American Red Cross
- *Fire Station
- *Police Department
- *Dosomething.org
- *Assistance League
- *Boy's and Girl's Club
- *Thrift Stores
- *Church (above and beyond required service or youth group participation)
- *Local Senior Centers
- *Nursing Homes
- *Public Library
- *Community Centers
- *Assist with Blood Drives
- *Help with school events (must be outside of class time/not for credit)
- *Public Schools- Office, Library & Classrooms (outside of class time/not for credit)
- *Coaching for children's sport team
- *Chamber of Commerce
- *Meals on Wheels
- *Museums
- *Animal Shelters/Humane Society
- *Salvation Army
- *Community Pantry/Food Banks
- *Special Olympics
- *YMCA
- *United Way

- **Community Service must be done without pay or school credit and for a NON-PROFIT Organization.**
- **YOU must make the arrangements to do your community service.**
- **Make a copy of your form BEFORE turning it in!**
- **You may serve as many hours as you would like.**
- **Never put yourself in danger in order to volunteer and always get permission from your parent/guardian before volunteering.**