

**PALADIN ACADEMY HIGH SCHOOL
COMMUNITY SERVICE INFORMATION & SUBMISSION**



Please Remember:

- All high school students are required by Paladin Academy to complete a minimum of 80 hours of community service in order to graduate.
- **STUDENTS MUST COMPLETE AT LEAST 20 HOURS EACH YEAR.**
- Hours completed will not be counted if the student or organization receives financial or other types of compensation. For example, selling items as part of a club fundraiser would not count. Hours do not count if you are paid in any way.
- Hours may be completed by working at a non-profit or charitable institution within the community. A list of available locations can be found via links on the school website.
- Students may earn volunteer hours at school. There are several exceptions. Time out of class during the school day cannot be used, including providing assistance to a teacher. Any hours required as part of a disciplinary action will not be counted towards their graduation requirement. Individuals wishing to earn service at the school must contact the office and hours signed off by an administrator. Most opportunities exist during breaks and summer months.
- Service for a student's family, family business or organization will not be accepted under any circumstances.

How To Submit Hours:

- Effective 2008, this form may be used by students to record hours earned. Please follow the listed instructions carefully.
- All sections of the form must be completed in full. All volunteer hours are subject to verification. If the school cannot contact the organization where you worked to confirm the information, the service will not be accepted.
- Any student found attempting to submit fraudulent hours will face disciplinary action at the discretion of administration.
- Once complete, the student should make a photocopy of this form. The original must be submitted to the office. It is the student's responsibility to maintain a copy of this form for their records.
- Many schools use similar forms for recording community service. Only this form may be used.
- Multiple forms may be submitted if additional room is needed and are available in the office. Each form should be filled out completely, top to bottom. If a form is not fully completed, it will be returned to the student without credit being given.
- If a student has questions about whether something will count for community service, it is always best to ask beforehand!
- Organizations may submit record of hours completed on official letterhead with contact person's information listed.

Student Name: _____ Last 4 of SSN: _____ School Year: _____

| Date of Service | Organization | Activity Performed | Total Hours Worked | Contact Person's Signature | Contact Telephone Number |
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| TOTAL COMMUNITY SERVICE HOURS: | | | | | |

