



## Grades 9-12 Service Hour Report

### To be completed by student:

Student's First & Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) service performed \_\_\_\_\_ Hours worked \_\_\_\_\_

Activity, Event, or Location of service \_\_\_\_\_

Who received this service? \_\_\_\_\_

Detailed description of service performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's signature \_\_\_\_\_ Date signed \_\_\_\_\_

### To be completed by Adult Supervisor after above is completed:

Supervisor's name \_\_\_\_\_

Phone or Email \_\_\_\_\_

Student Performance (circle one): excellent fair poor

Comments: \_\_\_\_\_

Adult supervisor's signature \_\_\_\_\_ Date signed \_\_\_\_\_

- \* A total of 20 service hours per year is required from each student; 5 hours per quarter
- \* Grades 9-12 Hours due the Monday of BATs week – **Turn into Mrs. Miles**
- \* Service hours must be reported in the quarter in which the service was worked
- \* Summer hours may count for First Quarter Only
- \* Not allowed: service for immediate family, living in your own home (e.g. yard work, chores, etc.)
- \* Not allowed: service for which a student is compensated (e.g. paid)
- \* Forms must be completed in full. Incomplete forms will be returned and hours will not be counted.
- \* All service hour forms must be signed by supervising adult (other than a parent)
- \* It is recommended that students turn in ALL service hours worked, even after the requirement has been met, for award and scholarship purposes