



NEEDHAM B. BROUGHTON HIGH SCHOOL

STUDENT COMMUNITY SERVICE FORM



Name: _____ ID# _____

Grade: _____ Advisory Class: _____

Number of Service Hours: _____ Date Performed: _____

Project Description: _____

REQUIRED SIGNATURE I give my student permission to participate in this Community Service Project:

Date	Signature of Parent/Guardian	Printed Name
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Name of Non-Profit 501C3 Organization _____

Contact Person to Verify: _____ Phone #: _____

READ **NEW for 2018/19 School Year!** Please provide contact information for the NON-PROFIT. If you are listing a cell phone number for the contact person, you must provide the name and phone number of someone at the agency who can verify the contact is an employee/volunteer for the organization.

Community Service Rules at a Glance

- **New for 2018/19** – Hours must be performed for a non-profit agency. If you list a cell phone number for the contact person on the form, **you must also provide the name and phone number of someone at the non-profit agency who can verify the contact is an employee or volunteer with the agency.**
- Please note that there is a place for the Parent’s signature on the community service forms. **This is only required when students are doing service off-campus.**
- All students are required to complete 25 hours of approved community service hours **each year** they are enrolled at BHS in order to graduate. Even if a student enters their senior year with 100 hours of community service from previous years, they are still required to perform 25 hours their senior year.
- Service hours for **BHS donations** (canned food, BHS pantry, coat drive, etc.) will be available to students for a **MAXIMUM of 5 hours per year** (1 hour for every \$5 spent) with an attached receipt.
- The maximum number of hours per day/per event should not exceed 10 hours. Travel time is not included in volunteer hours. .
- **Underclassmen hours are** due for the 2018/19 school year by Tuesday, May 28th. All hours turned in after this time will be counted toward the hours requirements for the next school year.
- **Seniors** must turn in ALL community service hours for the 2018/19 school year **by March 1st** to qualify for **exam exemptions**. Seniors who miss this deadline will not be exempt from exams. **Seniors must turn in all hours for the 2018/19 school year by May 28th in order to graduate.**
- **Student Privileges** such as receiving off-campus lunch passes and parking passes, student government participation, Honor Society participation, Service Club participation and participation on the Homecoming and Queen of Hearts Courts are contingent upon successful completion of hours for each year.

Broughton Academic Honesty Guidelines apply to community service. **If the information submitted on the community service form is found to be falsified, the student will be denied Junior/Senior privileges.** Other academic integrity consequences may apply.

A complete set of guidelines for Community Service can be found on the BHS Website under the Student Tab.

The rules are also listed in student agendas.