



# NEEDHAM B. BROUGHTON HIGH SCHOOL

## STUDENT COMMUNITY SERVICE FORM 2019/20



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: \_\_\_\_\_ Agency Phone#: \_\_\_\_\_

**READ** *Cell phone numbers are not acceptable for verification (please see rules for more information). If a letter on agency letterhead from the non-profit agency is attached to this form describing details about the service hours, the letter will serve as verification for the service hours.*

### 2019/20 Community Service Rules at a Glance

- **Verification Process** - Volunteers make phone calls to verify student community service hours. Once a form is received in the front office, volunteers are given 25 forms to verify within two weeks. Once verified, the hours are entered into the community service system. This process may take up to three weeks. **A letter from the agency on agency letterhead is an acceptable form of verification for service hours and allows the hours to be processed quickly.** Email addresses are also acceptable for verification and can expedite the verification process; however, **email addresses may only be provided if the email address contains the agency name.** Cell phone numbers are not acceptable for verification. If you must 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 that the contact is an employee or volunteer with the agency.**
- Service hours must be performed for a **NON-PROFIT, 501c3 organization.** When in doubt about if an agency is a non-profit, please ask someone at the agency.
- Please note that there is a place for the Parent’s signature on the community service form. **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** that 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** (classroom donations, agency 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.
- **Underclassmen hours** for the 2019/20 school year are **due by Friday, May 29th.** All hours turned in after this time will be counted toward the hour requirements for the next school year.
- **Seniors’** service hours for the 2019/20 school year are **due by March 2nd** in order to qualify for **exam exemptions.** Seniors who miss this deadline will not be exempt from exams. **Seniors must turn in all hours for the 2019/20 school year by May 29<sup>th</sup> 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.

**Students may find a description of the community service program, a complete set of guidelines for community service and check the status of their community service hours on the BHS website under Student/Community Service.**