



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: _____ 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.*

2020/21 Community Service Rules at a Glance

- Due to the evolving Covid 19 pandemic, the 25 hour community service requirement for the 2020-2021 school year is removed for all students. Students will not be required to complete or submit any community service hours during the 2020-2021 school year. These changes are in addition to the prior removal of the 2019-2020 service requirement due to the recent school closure.
- Community Service Forms for the 2020/21 school year *will only be accepted from students who performed volunteer hours before March 13, 2020* (the date when WCPSS started virtual learning due to the pandemic). All forms should be scanned and emailed to [http://mailto:BroughtonHSService@wcpss.net/](mailto:BroughtonHSService@wcpss.net).
- **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.**
- 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.

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.