Community Involvement Documentation Form

The purpose of the Community Involvement graduation requirement is to gain skills, make connections with community members, and learn from activities outside of the classroom. Please review this form and the reflection questions on the back before starting to ensure your plans meet the requirement.

Community Involvement hours are defined as time that you have volunteered (non-paid, with a business or organization), job shadowed, or participated in a school service project. Community Involvement can be defined as an activity that could provide personal fulfillment or career exploration, but not personal gain. Examples of community involvement activities can be found in the document, Tips for Successful Community Involvement. Hours worked for family members or required by a school class or club, the courts, or any other institutions due to discipline or restitution may not be applied. In most cases, babysitting, yardwork, housework or the like for a family or friend are not considered community involvement. You may include up to 10 hours related to a club or school service project as long as the activity is outside the school day. The community contact person must be an adult, which is defined as being age 21 or older, and not a family member.

Community Involvement hours must be documented in the space provided below. You will need to list the organization, date(s), hours, contact person and their signature for each experience. You may include as many Community Involvement hours as you have earned with this contact person. In addition, you must answer the reflection questions on page 2. You must have a minimum of 20 hours to complete the Community Involvement requirement of your Culminating Project. Use a separate form for each contact person. You may begin to acquire hours beginning at the start of fourth quarter of your 11th grade year. Once complete, give this form to the person designated by your high school.

To be completed by student

(Be sure to print clearly)

Student Name (first and last):__________________________

School:__________________________________________ Advisor:__________________________

Contact Person:__________________________________ Title:__________________________

Phone Number for Contact Person:__________________ Organization:__________________

Date(s) of Community Involvement:__________________

Type of Involvement: □ School Service Project

□ Job Shadow/Career Explorations

□ Volunteer with business or community organization

To be completed by contact person

Promptness

□ Good □ Fair □ Below Average □ Poor

Completion of task(s)

□ Good □ Fair □ Below Average □ Poor

Quality of work/effort

□ Good □ Fair □ Below Average □ Poor

Demonstrated self initiative and independence

□ Good □ Fair □ Below Average □ Poor

Comments (optional):__________________________

Hours of Service:________________________________

Signatures below indicate that all information contained in this document is factually and honestly presented.

Student Signature________________________________ Contact Person Signature__________________________

(see page 2)
Community Involvement Reflection
To be completed by student

Be sure to print clearly and use complete sentences.

1. In a brief paragraph, describe your community involvement. Be sure to include where you went, who you worked with, and what activities or duties you performed.

2. In a brief paragraph, tell what you have learned as a result of your community involvement.

3. In a brief paragraph, explain how you will benefit from this experience in your future.