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. Hours should prepare students for their futures after high school or benefit our community in some way. 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, worked with a mentor on a career or personal interest, or participated in a community or school service project. Community Involvement can be defined as volunteering with an organization in an activity that benefits the community, participating in a school service project, or exploring a career of interest, but not an activity for personal, individual gain. Examples of community involvement activities can be found online 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 member or friend are not considered community involvement. If you plan to do this type of activity and believe it meets the test of true community service/involvement, you must get pre-approval from your school’s High School and Beyond Plan Coordinator before doing the activity, or the hours will not be counted. 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 your 11th grade year, including the summer before 11th grade. Once complete, give this form to the person designated by your high school. Turn in forms no later than 90 days after earning the hours. Turn in forms before summer vacation at the end of 11th grade so you don’t lose the forms over the summer.

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 connected to club or school activity
- Job shadow/career explorations/work with a mentor
- Volunteer with business or community organization as community service

To be completed by contact person

<table>
<thead>
<tr>
<th>Promptness</th>
<th>Good</th>
<th>Fair</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of task(s)</td>
<td>Good</td>
<td>Fair</td>
<td>Below Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Quality of work/effort</td>
<td>Good</td>
<td>Fair</td>
<td>Below Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Demonstrated self initiative and independence</td>
<td>Good</td>
<td>Fair</td>
<td>Below Average</td>
<td>Poor</td>
</tr>
</tbody>
</table>

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: ____________________________
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.