

# Lincoln-Way High School District 210

## Community Service Information & Form

**Guidelines** - To qualify for approval, a project must meet the following criteria:

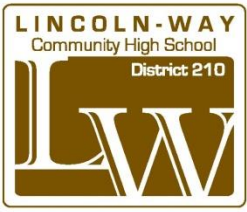
- It must be done outside of school hours.
- All work must be done for a non-profit organization, including community and parent organizations, needy individuals, or school-based groups.
- It must not cause a reduction in the number of employees at a site.
- Students may not receive monetary reimbursement for their work.
- It must not take place in a situation that would be inappropriate for their age, background, or level of maturity.
- It must not place students in a situation which would post a risk to their health or safety.
- It must not be for any political activity, lobbying, or special interest group.
- Work may not be for direct benefit of a family member.
- Churches do many things for the betterment of the community and individuals. Any help towards these activities is acceptable. Activities include, but are not limited to, mission trips, blood drives, teaching preschool, or religious education

### Requirements

- Beginning with the class of 2013, all students will be required to complete 20 hours of community service in order to graduate.
- Community service must be completed between the summer prior to Freshman year and May 1st of Senior year, unless provisions for additional time have been approved by an administrator.
- Students will be given a presentation that explains the process and options for completing the community service requirement during their freshman year.
- Students can pick up a blank community service form and return the form to the Main Office of each high school. Once the hours are entered, parents and students will see the hours documented on their report cards, and online.
- Students may not use court-mandated hours to fulfill the graduation requirement; however, hours that are done for the graduation requirement can be used for other organizations such as National Honor Society.

### Pre-Approved Groups

Animal Shelters	Local Fire/Police	Retirement Homes
Food Pantries	Local Libraries	Special Recreation
Forest Preserves	Park Districts	School Events
Homeless Shelters	Service Organizations	Youth Organizations



# Lincoln-Way Community High School District 210 Community Service Form

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Name of the Organization where service is to be done:  
\_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Supervisor's Phone Number to confirm activity: (\_\_\_\_) \_\_\_\_\_

Date(s) of service: \_\_\_\_\_

Briefly describe service to be completed:

Choose one:

Project was already pre-approved by posting in the school.

Project needs to be pre-approved. Pre-approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Associate Principal

## VERIFICATION OF COMPLETED SERVICE

The above student has completed \_\_\_\_\_ hours of community service at the above site on \_\_\_\_\_.  
Date(s)

Site/Organization Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the above student, verify that the information on this form is correct and I have completed the hours documented above. I verify that all the community service requirements have been met for this activity. I understand that if any information is found to be incorrect, the hours may not be counted towards the graduation requirement.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the parent or legal guardian of the above student, verify that the information on this form is correct. I understand that if any information is found to be incorrect, the hours may not be counted towards the graduation requirement.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian daytime phone number: \_\_\_\_\_

*Student needs to complete reflection on the back of this form*

