



ITW DAVID SPEER ACADEMY

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2015-2016 School Year - Documentation of Community Service Hours

Directions: It is your responsibility to submit this form with **complete and accurate** information according to the guidelines that apply, otherwise hours will be rejected. Forms are due in the Main Office by **5:00pm on the Wednesday following** your community service. Retain the receipt for your records.

Procedures:

1. Perform service at an approved site/project. If you are unsure, always check first before going. Hours that are not performed at an approved site, or cannot be verified, will be rejected.
2. Complete one form for each date; you cannot put multiple dates on the same form. The form must be completely filled out in ink.
3. Submit form to main office no later than 5:00pm on the Wednesday after you perform the service. If you are absent the form is still due by the deadline; send it with a friend or family member.
4. Do not make a correction or alter the form in any way once the site supervisor has signed it. Any changes made to this form that are not signed and verified by the site supervisor will be rejected.
5. Faxed or emailed forms will NOT be accepted.

Name of Student _____ Advisor: _____

Name of Place of Service: _____

Supervisor (print): _____ Signature : _____

Supervisor's Phone Number: (_____) _____ ext. _____

Date of Community Service: _____ (form due by the **Wednesday** after service is performed)

Start Time: _____ End Time: _____ Total hours: _____ (check your math)

Student: Write a description of service performed. Include details about what was done.

Freshmen must complete a minimum of TEN hours of community service and sophomores must complete a minimum of TWENTY hours of community service by the end of the year.

Students who do not complete their grade level requirement by June 8th, 2016 will fail community service for the year and will be required to take a class in the summer.

