



The following steps must be completed by all SPS students by senior year in order to earn their SPS Community Service Hours (Graduation Requirement):

1. Students must earn a total of 75 hours of community service as a graduation requirement.
2. Hours are to begin the summer before or following an entering student's 9th-grade year at SPS (upon approval) of the Guidance Counselor and are to be submitted as hours are completed before the deadline (May 25, 20--) of the student's senior year. Hours may also be counted from middle school community service hours completed at SPS with approval of the Guidance Counselor.
3. Students must complete:
  - Community Service Pre-Approval Form for each placement
  - Community Service Verification Form for each placement
  - Community Service Completion Agreement (after the 75 service hours are complete)
  - Community Service Portfolio
4. Students MAY NOT use community service hours accrued over the summer without prior verification and permission from the College Guidance Office.
5. All students must provide their Community Service Portfolio to their Advisors upon completion of all 75 required hours. Portfolios consist of copies of total Community Service hours (Community Service Verification Pages) and Community Service Completion Agreement.



I. THE SERVICE AGENCY AGREES TO:

- Assign the student to a mutually agreeable schedule
- Document the student’s attendance
- Provide any appropriate observation and/or training
- Provide documentation letter on agency letterhead that indicates the volunteer service hours

II. THE STUDENT AGREES TO:

- Serve the assigned service agency in order to receive training and volunteer experience
- Adhere to all rules and regulations of the organization and always act in ethical manner
- Participate in any required training sessions
- Develop knowledge and skills necessary to provide effective service to the organization and its clients
- Be responsible for providing own transportation to and from the site, as necessary
- Be punctual and attend all scheduled hours
- In the event of illness or emergency, notify the organization as soon as possible.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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(For office use only)

Administrator/Counselor Approval: \_\_\_\_\_

Submit completed forms for each placement to Ms. Michaela King, Counselor, at  
michaela.king@springdaleprep.org, or drop off at Room 127A.



Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

This form is used to verify that the student has performed community service hours under your supervision. Please list the dates and hours served as well as a signature and contact information at the bottom. We appreciate your support in allowing our Springdale students to gain invaluable experience in serving their community.

Name of Organization or Individual	Number of Hours Served	Date(s) of Service

(To be completed by Site Supervisor)  
Service Hours Supervised by:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email/or other contact information: \_\_\_\_\_

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(For office use only)

Administrator/Counselor Approval: \_\_\_\_\_

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Student Name: \_\_\_\_\_

Graduating Class of: \_\_\_\_\_

Total number of community service hours: \_\_\_\_\_

I understand that, for the purpose of this project, community service is considered to be an act performed for the betterment of the community without receiving payment or compensation of any kind.

Only Springdale Preparatory School and non-profit organizations are eligible for CS hours. Volunteer work done for any organization that profits by the work done will not be considered.

The information presented in this portfolio is genuine and may be verified, if needed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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