

Dear Upper School Students and Families:

As Pam Quarterman and I have researched the requirements for graduation of other Upper School Programs, the topic of Community Service has come up. We are going to require that each student enrolled in Upper School complete 60 hours of community service prior to graduation. This would mean that a goal of 15 hours per year would keep the students on track. While this will be the student's responsibility, we are able to provide occasional opportunities on-campus to help reach this goal. It may be a good idea to look for other opportunities off campus, as well. Summer time is an excellent time to do this. Volunteering at your church, a local animal shelter, and at the Salvation Army are among some possibilities. As an Upper School advisory teacher, I will keep a Master Log tracking community service hours earned. There is a form that needs to be completed each time the student participates in a volunteer activity and this form needs to be turned in to the advisory teacher (me) to track total hours. While we can share with the students where they are with their total hours periodically, it may be a good idea to track this at home, as well, encouraging them to take responsibility on this. On the report cards, hours earned will be displayed as of the date when the grading period ended along with totals at the end of the year. I have attached a Master Log, should you like to track this at home also and I have enclosed several "forms" to complete at the volunteer site. Please let me know what questions you have and if you need more forms (or you may elect to copy from the original). If ever you become aware of an opportunity off-campus and the need is for a group of young people, please contact me and we can try to work to make it happen. Thank you for your wonderful support of our program!!

Sincerely,

*MRS. JACOB*



## Documentation Form For Community Service

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

Date(s) Service Performed: \_\_\_\_\_

Location: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Number of Hours: \_\_\_\_\_ Signature: \_\_\_\_\_

(Note: The Signature must be from a representative at the location where you volunteered or performed a service. Return this form to your advisory teacher so that the information may be recorded on your Master Log. 60 hours are required by graduation.)

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