



## COMMUNITY SERVICE DOCUMENTATION FORM

|                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                  |
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| <p><b>Instructions:</b></p> <ul style="list-style-type: none"> <li>- Complete in blue or black ink</li> <li>- Make sure it is signed by the agency</li> <li>- Hand in the original form to Mrs. Genovese</li> <li>- Keep a copy for yourself</li> </ul> | <p><b>Deadlines:</b></p> <ul style="list-style-type: none"> <li>- To be returned within two weeks of service</li> <li>- Summer service: Last Friday in September</li> <li>- 1<sup>st</sup> semester: First Friday in January</li> <li>- 2<sup>nd</sup> semester: First Friday in June</li> </ul> |
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**STUDENT NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**Student Reflection:** Think about your service, and write a full paragraph. Give a detailed description. Explain how your service has helped the community, and how you benefitted from this experience.

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**ORGANIZATION INFORMATION**

Organization Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Activity performed \_\_\_\_\_

| Date From | Date To | # Days of Service | # Hours Per Day | Total # Hours Completed |
|-----------|---------|-------------------|-----------------|-------------------------|
|           |         |                   |                 |                         |

Name of supervisor \_\_\_\_\_  
 Title or position \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_

Signature of supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Community Service Coordinator Use Only**

Hours earned previously \_\_\_\_\_ + Hours for this activity \_\_\_\_\_ = Total hours including activity \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_