

**Palo Alto High School**  
**COMMUNITY SERVICE VERIFICATION FORM**

If you've completed 100 hours or more of community service, your volunteer time can be documented on your high school transcript.

**Directions for completing this form:**

1. Please print neatly.
2. Use **one form per non-profit agency**. If your volunteer work is done through an on-campus service club, please use one form and have your adult club advisor sign it. You may copy this form.
3. Please fill in the entire form. When recording dates, please include month, day and year.
4. Once you have completed 100 or more hours, turn all forms in together to the Paly College and Career Center.

**To be eligible for transcript recognition for your volunteer time, you must:**

- Complete 100 or more hours of volunteer service after completing 8<sup>th</sup> grade and prior to graduation.
- Record all of your hours on these forms, have an adult supervisor at your service site sign the forms, and turn all forms in to the College and Career Center each time you accrue a minimum of 100 hours. **Please do not re-submit hours that have already been recorded.**
- Your total number of service hours will be printed on your transcript.

**The following volunteer projects ARE eligible for transcript recognition:**

- Volunteering at a non-profit organization
- An independent service project that has been pre-approved by Christina Owen and an administrator at the organization you are serving
- A service-learning project in one of your classes
- A volunteer project required for a class (i.e. Life Skills volunteer hours)
- Community organizing including voter registration and political campaigns
- Service learning projects outside of class including the training and preparation time. (Training time must be directly related and cannot be greater than 50% of the number of direct service hours.)
- Time served with a faith-based institution that does **NOT** include teaching religion or promoting one faith. (Examples: serving food, fundraisers, banquets, volunteering at the facility.)
- 24-hour service projects such as *Fast for Awareness* or *Relay for Life* do NOT automatically count for 24 hours of community service. Students must itemize the *actual hours of community service performed* during these events.

**The following volunteer projects are NOT eligible for transcript recognition:**

- Hours spent teaching religion in a church, synagogue, mosque, or faith-based institution will NOT be recognized because PAUSD schools are public, non-sectarian institutions. Therefore, hours spent at religious pre-schools and day campos as well as hours served during religious ceremonies (including choirs, bands, etc.) may **NOT** be claimed.
- Time served benefitting a for-profit company may **NOT** be claimed.

**Questions?** Contact Christina Owen, Career Advisor and Community Service Coordinator at the Paly College and Career Center, or visit <http://www.paly.net/service/>

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Directions about how to complete this form, and how to have community service hours recognized on your high school transcript, are included on the reverse side of this form.

Please check all that apply:

- I have not previously submitted community service hours. I am submitting a minimum of 100 hours at this time. *Please do not submit this form until you have accrued 100 hours or more!*
- I've previously submitted community service hours for my transcript. These are additional hours to be added to my transcript.
- I am submitting a minimum of 100 hours completed within a 12-month period, so I qualify for the President's Service Award. My President's Service Award application is attached. *These hours will also be added to your transcript.*
- I have volunteered 100 hours or more at a single organization. *You must attach a letter from the Director of the organization for 100 hours or more.*

Did you get paid for any of these hours worked?       YES       NO

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Class of** \_\_\_\_\_

**Name of Agency** \_\_\_\_\_ **Agency Phone Number** \_\_\_\_\_

**Agency Address** \_\_\_\_\_

**Name of Site Manager** \_\_\_\_\_

**Dates and hours served (please include month, day and year)**

<b>Date</b>	<b>Activity</b>	<b>Hours</b>		<b>Date</b>	<b>Activity</b>	<b>Hours</b>

**Total hours served at this agency:** \_\_\_\_\_ **Starting date of service at this agency:** \_\_\_\_\_ **Ending date:** \_\_\_\_\_

**Signature of Site Manager (must be over 21 years of age)** \_\_\_\_\_