



### Community Service Requirement Form

All ACT students are required to fulfill **50 hours** of community service by May of their graduation year. Students may begin accumulating hours towards this requirement anytime after the beginning of their freshman year of high school. The community service must be done outside of their home and family environment. Any activity that meets the following requirements is acceptable. All hours must be documented on an ACT Community Service Documentation Form completely and legibly. The total hours will be noted on the student’s high school transcript.

<b>Acceptable:</b>	<b>Not Acceptable:</b>
<ul style="list-style-type: none"> <li>• Any service lasting at least two (2) hours at a time.</li> </ul>	<ul style="list-style-type: none"> <li>• Any service for which you were paid or had to perform for disciplinary purposes.</li> </ul>
<ul style="list-style-type: none"> <li>• Any service commencing after the start of ninth (9<sup>th</sup>) grade.</li> </ul>	<ul style="list-style-type: none"> <li>• Any service for friends, family or an employer.</li> </ul>
<ul style="list-style-type: none"> <li>• Any service which benefits other and for which you are NOT PAID.</li> </ul>	<ul style="list-style-type: none"> <li>• Any activity for which you receive a badge or other recognition.</li> </ul>
<ul style="list-style-type: none"> <li>• Any service that happens outside of school hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Any activity performed during school hours – unless with advanced written permission of the principal.</li> </ul>
<ul style="list-style-type: none"> <li>• Any service that has a supervisor/verifier with legitimate contact information.</li> </ul>	

Places to consider for volunteer experiences:

- Animal Shelters
- Hospitals
- Soup Kitchens / Food Pantries
- WAIM / Salvation Army / Goodwill
- Nursing Homes
- Day Cares / After Care Facilities / Summer & Vacation Camps
- Earth Day or City-wide clean-up / beautification programs
- Habitat for Humanity, etc., etc.



## ACT Community Service Documentation Form

Purpose: Through community service, students are given the opportunity to practice selflessness and generosity by becoming responsible citizens and helping others.

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

Year of graduation: \_\_\_\_\_

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

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

City / State / Zip: \_\_\_\_\_

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

Description of activities / volunteer services performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Hours served: \_\_\_\_\_

Supervisor / Verifier of student's service:

\_\_\_\_\_  
Printed Name & Title

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

Telephone number where supervisor can be contacted for questions / verification:

\_\_\_\_\_

### **Student**

I have completed the activities and the hours listed above. I understand that I must complete at least 50 total hours of community service and the reflection form(s) for graduation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent**

By signing below, I verify that my child participated in community service as documented.

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

