COMMUNITY SERVICE VERIFICATION FORM

Completing 37.5 hours of community service awards each student with one-quarter credit towards graduation. Community service is considered part of the PMHS course of studies and it is required for a student to graduate from Pittsfield Middle High School. The requirements for this course must be completed independently or in groups by all students. Advisors will regularly monitor student completion of community service. Community service is work performed in service to your community while enrolled in school grades 7-12 at PMHS. A service performed for an individual or business requires pre-approval by the advisor.

EXPECTATIONS:
1. Students are expected to be prompt for all activities related to the service.
2. Students are expected to follow directions of the supervisor and advisor.
3. Students are expected to respectful of others.
4. Students are expected to complete all tasks and duties related to the service.

To receive credit for services performed, a student must complete this form, including the reflection on the back, and submit the original copy to the College & Career Readiness Office WITHIN 90 DAYS OF THE SERVICE DATE.

Students are encouraged to keep a copy for their advisory folder.

STUDENT NAME: __________________________________________________________

Grade: ___________________ Advisor: _______________________

Description of Service: ________________________________________________

Date(s) of Service: __________________________ Number of Hours: ____________

Name of Community Organization: _______________________________________

Supervisor Name: ___________________________ Position: ___________________

Supervisor Phone: __________________________ Email: ____________________

We hereby verify that the service described above was completed in coordination with the guidelines outlined in this document.

Student Signature __________________________ Date ________________

Supervisor's Signature ______________________ Date ________________

Advisor's Signature _________________________ Date ________________

_ Hours logged in by CCR Department: ___________________________

CCR Administrative Assistant Signature __________________________ Date ________________
COMMUNITY SERVICE REFLECTION

Community service is an opportunity to work or provide a service in your community that benefits others. In the space below, write a five to six sentence paragraph that summarizes the value of your community service work and its contribution to your community. You may attach your summary on a separate page if necessary.