

GHS COMMUNITY SERVICE

The student is to complete the top portion of the form and the contact is to fill out the remainder of the form. Forms may be submitted to media center staff.

Form last updated 12 -2012

Student _____	Year of Graduation _____
Date(s) _____	
Time(s) _____	Total hours _____
These hours are in fulfillment of the requirements for (circle one) Graduation Student Senate NHS	

In the space below, provide a thorough explanation of the service performed. Please keep in mind the community service guidelines printed on the reverse.

Contact name (please print) _____

Name of non profit organization _____

Relationship to student _____

Contact signature _____ Today's Date _____

(Please sign again on the reverse.)

COMMUNITY SERVICE GUIDELINES

- Hours must be voluntary, non paid service.
- Hours must be for non-profit organizations or individuals outside of the family, and may not be for political purposes.
- Community service must be performed outside of the school day unless school-related and organized by a GHS staff member. *GHS Staff must get prior approval of class-time community service activities.* Absences for such community service hours must be pre-excused and students will be responsible for work missed during the hours of service.
- All community service hours must be documented on official community service forms that are properly completed in their entirety.
- Students submitting community service hours to fulfill one requirement cannot use the same hours towards another requirement. Therefore, all documentation must be on original forms and no photocopies will be accepted.
- Hours submitted cannot be signed by the student’s family members.
- A community service committee composed of three standing members and two floating members will meet periodically to review submissions and forward questionable service submissions to the office for follow-up. All approved hours will be documented into Skyward under your name.
- Students are encouraged to submit 10 hours per year.
- Seniors must submit all hours by the end of the 2nd trimester of the senior year.
- Transfer students must complete an equivalent of 3.5 hours per trimester or equal to 10 hours per year attended at GHS.
- Waivers may be granted due to extreme circumstances as approved by administration.
- It is each student’s responsibility to check their CSH for accuracy in Skyward. Report discrepancies to the media center staff. Students can log in to their Skyward account, click on “edu milestones” in the left-hand column, and click on “community service” for their total hours.

Student signature _____

Contact signature _____

* The Michigan State Board of Education has adopted a resolution requiring students who qualify for Michigan Merit Award to also complete at least 40 hours of community service by June 30 of their graduation year. The guidelines outlined above have been reviewed to make sure that they are in compliance with the new state requirements. (www.michigan.gov/meritaward)