COMMUNITY SERVICE PROJECT AND HOURS FORM

Student Information (Print or Type)

Name: ___________________________ ID# ______________________

Organization Information (Print or Type)

Name of Organization: ___________________________ TAX ID# __________

Street Address: ___________________________ Phone# __________

Supervisor’s Name: ___________________________ Email: ___________________________

Student Agreement: DCPS only guarantees community service activities when they are pre-approved by the school-based community service coordinator and/or central office community service coordinator. Getting your community service project pre-approved provides an additional layer of protection for DCPS students and helps us to prevent any ethical and/or safety concerns. Any community service hours submitted without pre-approval are subject to denial, as they may not meet the standard set by DCPS.

Brief Description of Activities & Tasks:

Pre-Approved by: □ School CS-Coordinator □ Central Office CS-Coordinator □ Not Pre-Approved but verified after submission □ Denied

(Print Name & Title) ___________________________

Signature: ___________________________ Date ___________________________

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<tr>
<th>DATE</th>
<th>Time In</th>
<th>Time Out</th>
<th># of Hours</th>
<th>Brief Description of daily tasks (if different from above)</th>
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- I certify that these hours have been completed according to the requirements for DCPS Community Service Hours

Name of Site Supervisor: ___________________________ Title: ___________________________ Signature (required): ___________________________
Think about your Community Service activity and review the DCPS Best Practice Standards and respond to the following questions in a written paragraph below or attach a separate form with reflections and signature.

- What did you do?
- What community need did this meet?
- How did this experience develop your connection and sense of responsibility to the community?
- How did the experience improve your knowledge and skills as a community advocate and/or leader?

Student Signature & Date