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.

<table>
<thead>
<tr>
<th>Acceptable:</th>
<th>Not Acceptable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Any service lasting at least two (2) hours at a time.</td>
<td>• Any service for which you were paid or had to perform for disciplinary purposes.</td>
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<td>• Any service commencing after the start of ninth (9th) grade.</td>
<td>• Any service for friends, family or an employer.</td>
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<td>• Any service which benefits other and for which you are NOT PAID.</td>
<td>• Any activity for which you receive a badge or other recognition.</td>
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<td>• Any service that happens outside of school hours.</td>
<td>• Any activity performed during school hours – unless with advanced written permission of the principal.</td>
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<td>• Any service that has a supervisor/verifier with legitimate contact information.</td>
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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 Document

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: ________________
ACT Community Service Reflection Form

Student Name: __________________________
Date Submitted: ________________________
Regarding community service hours completed at/for: ________________________________

- By completing hours of community service, ACT students are given the opportunity to practice selflessness and generosity by becoming responsible citizens and helping others.

Below, please write a summary of how your community service work has benefitted you personally and your community in general. Please give details and elaborate on your experience and what you have learned.

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