



# NORDONIA HIGH SCHOOL

## COMMUNITY SERVICE VERIFICATION FORM

### GUIDELINES FOR COMMUNITY SERVICE CREDIT

- ◆ Per Nordon Hills City School District's policy, students must complete a minimum of five (5) community service hours for each year enrolled at Nordon High School in order to fulfill requirements for graduation. Students should submit **at least** the minimum number of hours by the end of each school year. It is strongly recommended that senior students have their total amount (20 hours) of required community service hours for graduation submitted at the end of Semester 1 of their senior year.
- ◆ Per policy, service credit will be accepted for volunteer work from an **NON-PROFIT** organization, or elderly and/or disabled individuals not capable of performing the work themselves. **No service credit will be granted for volunteer work completed for businesses that make a profit or for a student's immediate family (parents, siblings, aunt/uncle, grandparents, cousins, etc.)** Community service work shall be voluntary with no payment rendered for service and must be completed outside of normal school hours.
- ◆ Community Service Verification Forms **must be completely** filled out and signed by both the student and the non profit organization or individual, making sure to include a contact phone number for verification purposes. It is recommended that completed forms be turned into the Main Office upon the conclusion of each service activity. Students are encouraged to maintain a copy of this form for their records.

STUDENT'S NAME: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_

**NON PROFIT ORGANIZATION** or INDIVIDUAL NAME: \_\_\_\_\_

(for Individuals, please check at least one box) ☐ Elderly Individual ☐ Disabled Individual

ADDRESS: \_\_\_\_\_

PHONE NUMBER OF ORGANIZATION/INDIVIDUAL: (\_\_\_\_) \_\_\_\_\_

DATE/YEAR STARTED: \_\_\_\_\_ DATE/YEAR COMPLETED: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_

BRIEF DESCRIPTION OF ACTIVITY/SERVICE: \_\_\_\_\_

By signing below you hereby verify that the above information is true and accurate, and that no payment was rendered for the community service project herein described.

Date Signed: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

(Nordon High School has the right to verify information submitted and deny service credit if all qualifications are not met.)