

The Sound School Community Service Form

**** A separate sheet is required for each different organization you volunteer for****

Student Name _____

Student ID# _____ Graduation year _____

Non-Profit Agency Name _____

Agency address _____ Phone # _____

Date(s) of service _____

**The timecard on the back of this sheet MUST be initialed each day that you help this organization*

TOTAL HOURS _____

Description of duties _____

Agency Volunteer Coordinator/Supervisor Name (printed) _____

Agency Volunteer Coordinator/Supervisor Signature _____

Dear Volunteer Coordinator/Supervisor, please rate the volunteer per the rating system below: _____

5=excellent 4=above average 3=average 2=below average 1=not satisfactory

Student Signature _____

ASTE Advisor Signature _____

*****All Community Service Guidelines can be found in the Community Service Handbook and on the Sound School website. Below is a brief summary of the guidelines. It is the student's responsibility to ensure all guidelines are met in order for their hours to count.**

- Hours must be completed at a NON-PROFIT organization.
- Hours may NOT be completed at an individual's home or a private business.
- Hours must be completed on the property of the non-profit or their approved location.

- Students MUST go through the volunteer coordinator at any nursing home or hospital.

- Solicitation or donations of goods or services (i.e.: canned food donations) is not allowed for hours.
- Volunteering or campaigning on behalf of a political candidate is NOT allowed.
- Students may volunteer at a place of worship as long as it is not during the worship service time
- Students may NOT do hours during the school day unless enrolled in a class for this purpose. (ie: Students as Mentors, PALs, etc). Students may not miss school to do service.

It is the student's responsibility to turn in hours to the CSO by the deadlines as outlined below:

--All SUMMER hours are due by September 4

--All 1st SEMESTER hours are due before WINTER BREAK

--All 2nd semester hours are due before SUMMER BREAK

****All hours for GRADUATION are due by June 1st of a student's senior year****

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Students: This timecard is to track your hours if you volunteer more than ONE day at an agency. You need to keep track of your dates and hours served as you are volunteering. **The FRONT page of this form MUST be completely filled out and signed by the agency volunteer coordinator or your immediate supervisor.**

<u>Date</u>	<u>Hours</u>	<u>Coordinator/ Supervisor Initials</u>	<u>Date</u>	<u>Hours</u>	<u>Coordinator/ Supervisor Initials</u>
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Deadlines to submit hours:

- > All SUMMER hours are due by September 4.
- > All 1st semester hours are due BEFORE winter break.
- > All 2nd semester hours are due BEFORE summer break.