

**Piedmont High School
COMMUNITY SERVICE – VOLUNTEER TIME LOG
(Subject to verification and approval)**

Community service hours are not required for graduation, but may be used toward meeting PHS Honors Society requirements or toward recognition certificates. Directions on completing this form, and on how to have community service hours recognized by the high school, are on the back of this form. Our community service policy and FAQs are at the PHS website.

Student Name (last) _____ **(first)** _____ **Graduation Year** _____

Name of Agency _____ **Agency Phone Number** _____

Agency Address _____ **Agency Website** _____

Name of Supervisor _____ **Supervisor Signature** _____

(not your parent)

Check Appropriate Box: Agency is on Approved Community Service Organizations List

Agency is not on list but I have submitted a Request for Approval of Organization Form

Dates and hours served (please include month, day and year)

Date	Activity	Hours	Date	Activity	Hours

(attach another form if necessary)

Total hours served at this agency: _____ Starting date of service at this agency: _____ Ending date: _____

Student Signature _____ **Student Email** _____

For questions, pre-approval of sites, and ideas for volunteer opportunities, come into the PHS College & Career Center, call us at 594-2651, or email us at ccenter@piedmont.k12.ca.us.

Our policy and FAQs are on PHS website. Please be sure you understand PHS policies about getting credit for your community service before submitting your hours. The Principal and/or the College & Career Center Director are the final arbiters on community service issues.

Directions for completing this form are below. Form is also available on the website.

1. Please print neatly.
2. Use one form per agency if possible, and attach a second form if you need more space.
3. Please fill in the entire form with all the required information, including month, day and year of service, your graduating class, and agency signature.

To be eligible for PHS recognition of your volunteer time in any given school year, you must:

- Volunteer for an approved organization or submit a request to have your organization approved for community service.
- Complete those hours of volunteer service and turn in this form to the College & Career Center by 3 p.m. on **May 1**. Hours performed after May 1 are considered part of the following school year. Forms for having a new organization approved must be submitted by **April 1**.
- Record all your hours on these forms and have a supervisor at your agency sign them.
- The total number of service hours will be counted and used toward Honors Society requirement or recognition by certificate.

The following examples of volunteer projects are eligible for recognition:

- Volunteering at a non-profit organization, without pay
- Service at PHS (capped at a certain number of hours per semester -- see our FAQs)
- Community organizing including voter registration and political campaigns
- Service-learning projects outside of class, including the training and preparation time. An example would be AP Environmental Science service trips, for which the teacher will determine the number of hours that can be recognized.
- Time served with an organization that may also require community service of its members (eg. Boy Scouts, National Charity League). In these cases, you may not “double-dip” but can get recognition for hours served beyond those required by your project or membership.

The following volunteer projects are NOT eligible for recognition:

- Hours spent benefiting a for-profit corporation may **NOT** be claimed, with the exception of newspapers. See the FAQs.
- Service for which there is no supervising adult other than your parent or guardian.

Effective August, 2010