



## Documentation of Community Engagement Hours Form 2016-2017 School Year

**Directions:** It is your responsibility to submit this form with complete and accurate information according to the guidelines (listed below) that apply; otherwise your hours will be rejected.

Students who do not complete their semester level requirement will fail the community service promotion requirement for the semester and will be required to take a class during the summer at a cost of \$70 for each semester failed. Students who do not meet these requirements will be retained.

### Guidelines:

1. Perform service at an approved site/project. Hours that are performed at an approved site include non-profit (501C3s). Businesses or helping an individual are not approved sites. Hours that cannot be verified will be rejected. Students are expected to visit at minimum two unique sites.
2. Hours cannot be completed at an establishment at which a family member works at.
3. Complete one form for each date of service. Multiple dates may not be combined on the same form.
4. Any corrections or changes made to this form that are not signed/initialed by the site supervisor will be rejected.
5. **Forms must be submitted to the front office no later than the Wednesday following the date of service.** Students must complete all portions of this form or their hours will be rejected.
6. Incomplete or incorrect forms will not be accepted.

Grade	9		Cumulative Total (previous years + current hours)	10		Cumulative Total (previous years + current hours)	11		Cumulative Total (previous years + current hours)	12		Cumulative Total (previous years + current hours)
	S1	S2		S1	S2		S1	S2		S1	S2	
Semester	S1	S2		S1	S2		S1	S2		S1	S2	
Due Date	1/18/2017	6/7/2017		1/18/2017	6/7/2017		1/18/2017	6/7/2017		1/18/2017	6/7/2017	
Site Requirements	By June 7th, 2017, at least 2-non Noble sites (must be different sites)			By June 7th, 2017, at least 2-non Noble sites (must be different sites)			By June 7th, 2017, at least 1-non Noble site			At least 1-non Noble site		
Number of Hours	5	5	10	10	10	30	10	10	50	20		70



**To be Completed by Student**

Name of Student: \_\_\_\_\_ Advisor: \_\_\_\_\_

Name of Community Service Site/Event: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Type (circle one):

Environmental

Health

Community Outreach

Education

Other: Describe \_\_\_\_\_

Start time: \_\_\_\_: \_\_\_\_ End time: \_\_\_\_: \_\_\_\_ Total hours: \_\_\_\_\_

**To be Completed by Site Supervisor**

Supervisor Name (print): \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

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

***(PLEASE DO NOT SIGN BLANK FORMS)***

*\*Students who do not complete and submit their approved grade level requirement for community engagement will be required to attend a summer school course at the cost of \$70 or they will be retained.\**

**Office Approval**

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**Student Receipt: Community Engagement Hours**

Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date of service: \_\_\_\_\_

Site: \_\_\_\_\_

Total Hours: \_\_\_\_\_

## Reflection

**Directions:** Fill out the following using complete sentences. Make sure to be thorough. Incomplete reflections will not be accepted.

**Commitment – Would you work with this organization again? Why or why not?**

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**How did what you experienced relate to your personal/professional interests?**

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**How will this impact the community?**

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**Helping out in your community is big part of being a Noble Academy student. Explain how participating in this event embodied one or more of our Core Values. Remember, the Core Values are:**

- Take Risks. No Fear. No Shame.
- Good is the enemy of great.
- Pride in team. Pride in me.
- Be Kind. Be Noble.

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