

**COMMUNITY SERVICE  
UNIVERSITY HIGH SCHOOL**

**RATIONALE:**

Recognizing that all individuals in a community share a social responsibility to help and support others meet their needs and goals, University High School students will participate in voluntary activities in the school, local and/or greater communities to help individuals or groups and to show appreciation to others in the communities who provide services to the University High School community.

**DEFINITION:**

Community Service is an unpaid service to the school or greater community that provides a meaningful and tangible benefit to others. Community Service is *not* performing normal family responsibilities, court ordered, or service to a for-profit business. Any exception to this definition must be approved by the advisor IN ADVANCE of performing the service.

**COMMUNITY SERVICE REQUIREMENTS:**

1. Read over guidelines with parents and advisor.
2. Identify personal talents and skills that could be shared with others. Identify times when services could realistically be provided.
3. Contact the appropriate individual, group or organization and arrange a time schedule to complete the service activity.
4. Conscientiously fulfill service responsibilities.
5. Complete the attached Community Service Record chart and have an organizational representative sign it before you complete the last session.  
\*Parents may not sign as organizational representative unless prior approval is obtained from the principal.
6. **Complete a narrative (1-3 pages) detailing the service provided.** A typed copy of the narrative must be appended to the chart and filed both in the student's portfolio and in the School's permanent records. The narrative should address the following questions:
  - a. For whom did you provide this service?
  - b. What specific service activities did you perform?
  - c. How did your service benefit the community?
  - d. What did you learn about yourself as a result of this experience?

**CREDIT:**

1. The service participation, chart and narrative are required for graduation.
2. The student must complete at least fifty (50) hours of service. To foster interdependence and social responsibility, students are encouraged to continue service activities after the completion of the minimum fifty hours.
3. The student will receive .33 CU of credit for fifty hours of service. Students may receive credit up to 1.0 CU for one hundred fifty (150 hours) maximum.
4. The student may NOT be paid for this service.

**COMMUNITY SERVICE RECORD**

Organization	Activities Performed	Dates	Number Of Hours	Organizational Representative Verification Signature	Print Supervisor Name, Address & Phone #

Student Signature \_\_\_\_\_

TOTAL HOURS (THIS SHEET) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_

***Use Additional Sheets as Needed***