



Community Service Accounting Sheet

Student: _____

Semester/Year: _____

Due Dates: Summer Hours – Sept. 15
 First Semester – Jan. 5
 Second Semester – May 15

Basic Service Hours:

For Office Use Only:

Date Received _____

Evaluation _____

Comments _____

Approved By _____

Service Activity	Date(s)	Hours Completed	Supervisor's Signature & Phone Number	Parent Signature	Admin. Approval
TOTAL Hours Completed					

Evaluation:

- Pass:** A student completes AND documents by deadline 10 hours for each semester.
- Fail:** A student does not complete during the semester AND/OR documents by deadline at least 10 hours. If a student receives a "Fail" for the semester, he/she must make up the number of hours deficit for the failed semester and the current semester requirement PLUS 1 penalty hour to "Pass" the year.
- Incomplete:** A student completes AND documents by deadline at least 8 hours. The student will have 2 weeks from the deadline to complete the additional 2 hours PLUS 1 penalty hour.