

**Ánimo Pat Brown Charter High School  
COMMUNITY SERVICE VERIFICATION FORM**

If the organization you are working with has its own form, you may use that one instead.

Direction about how to complete this form and your community service requirements are on the back of this form.

**Student Name** \_\_\_\_\_

**Name of Organization** \_\_\_\_\_ **Organization Phone Number** \_\_\_\_\_

**Organization Address** \_\_\_\_\_

**Name of Site Manager** \_\_\_\_\_

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

<b>Date</b>	<b>Activity</b>	<b>Hours</b>		<b>Date</b>	<b>Activity</b>	<b>Hours</b>

**Total hours served at this agency:** \_\_\_\_\_ **Starting date of service at this agency:** \_\_\_\_\_ **Ending date:** \_\_\_\_\_

**Signature of Site Manager** \_\_\_\_\_

(See reverse for more details and instructions)

## **COMMUNITY SERVICE VERIFICATION FORM**

Your volunteer time at school or at an appropriate organization can count toward your senior year requirement. For questions and pre-approval of sites, please contact the Community Service Opportunities Coordinator:\_\_\_\_\_

### **Directions for completing this form:**

1. Please print neatly.
2. Use one form per organization. If your volunteer work is done through an on-campus service club, please use one form and have your club advisor sign it. You may copy this form.
3. Please fill in the entire form. When recording dates, please include month, day, and year.
4. After the form is signed, record your hours in the computer system, and file this form in your guidance portfolio.

### **The following volunteer projects are eligible for transcript recognition:**

- Volunteering at a non-profit organization
- A service-learning project in one of your classes
- A volunteer project required for a class.
- Community organizing including voter registration drives.
- Service learning projects outside of class including the training and preparation time. (Training time must be directly related and cannot be greater than 50% of the number of direct service hours.)

### **The following volunteer projects are NOT eligible for transcript recognition:**

- Time served in exchange for payment or other rewards may not be claimed.