

STUDENT INSTRUCTIONS: Complete this form legibly in blue or black ink. Submit it to the school student service learning (SSL) coordinator according to the following timelines:

Last Friday in September: Documentation of service performed in the summer is due.

Friday before first semester exams begin: Documentation of service performed during the first semester is due.

Friday before second semester exams begin: Documentation of service performed during the second semester is due.

STUDENT INFORMATION—To be completed by the student prior to review from the nonprofit tax-exempt organization.

Name _____
Last First MI ID Number

Parent/Guardian _____ Phone: Home _____ - _____ - _____ Work _____ - _____ - _____

School _____ Grade _____ First Period Teacher _____

Student e-mail address _____

Student Reflection: Think about your service learning activity and respond to the following questions in a written statement below.

- What need did you address?
- Who benefitted from your action and how did they benefit?
- What did you learn about yourself?

NONPROFIT TAX-EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred, and the student reflection statement has been read and approved.

Organization _____ Tax Exempt # _____ Phone _____ - _____ - _____

Address _____
Street City State ZIP Code

Activity (describe) _____

Dates of Service	From	To	# Days of Service	# Hours Per Day	Total # Hours Completed

Supervisor _____
Print Name Title

Signature, Supervisor Date

MCPS STAFF ONLY

☐ Check if automatic hours are attached to this activity as a result of course instruction.

For SSL School Coordinator Use Only: Verification form submitted to coordinator _____/_____/_____
Date

Hours earned previously _____ + Hours for this activity _____ = Total hours including activity _____ Date _____/_____/_____