Cuyahoga Heights High School
Community Service Program
Community Service Verification Form

To the Student:
It is your responsibility to take this form with you when completing community service hours. There are some very important "cautions" when turning your service hours in towards your graduation requirement. Please call 216-429-5770 if you have any questions before you begin your hours. Turn your completed forms in to the Guidance Office, email them to cmudra@cuyhts.org, or fax to 216-429-5713.

- All community service hours **should be approved** by the Community Service Coordinator prior to the activity.
- Service hours **cannot be performed for family/relatives, companies/businesses and profit-making organizations**.
- Community service **can only be performed for non-profit organizations**.
- Hours **cannot be performed during regular school hours**.
- A **maximum of 30 service hours (or 50% of the total hours) can be performed for the school** or school organizations.

Student Name _____ Grade _____

This student performed community service at:

_____

Please give a brief description of the Community Service Project.

_____

_____

_____

Authorized signature: _____ Date: _____ Phone # _____

Title/Position: _____

(Please figure time by the .25 hour – Examples: 8:10-9:00 = .75 hr. / 4:00-4:30 = .50 hr.)

DATE: _____TIME IN: _____TIME OUT: _____TOTAL HRS: ___.____SIGNED:_____

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