

**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. You can fax this completed form 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 like the boosters, PTO, alumni etc.**

---

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

This is to certify that (name of student) \_\_\_\_\_ performed community service at \_\_\_\_\_.

Please give a brief description of the Community Service Project.

---

---

---

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone \_\_\_\_\_

Title/Position: \_\_\_\_\_

DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____
DATE: _____	TIME IN: _____	TIME OUT: _____	SIGNED: _____

*More information →*

# Cuyahoga Heights High School

## Community Service Philosophy

For twenty years, Cuyahoga Heights High School has presented volunteerism or community service as a requirement for graduation. The purpose of the program is to instill in our students the attitudes, values and understanding of the importance of serving others. Over the years students have found that the personal time spent provides intrinsic rewards and encourages volunteerism as a life-long habit.

## Community Service Program Format

1. All Cuyahoga Heights students must complete sixty (60) hours of community service before May 1<sup>st</sup> of their graduation year. This is a required component for graduation.
2. Service hours for students who transfer in after 9<sup>th</sup> grade will be pro-rated at fifteen (15) hours per year. (50% of their total required may be used for school activities.)
3. Students should get approval from the Community Service Coordinator before the activity is begun.
4. Students can use up to thirty (30) hours of community service in any school activity/ or for any school organization. (assisting with athletics, tutoring students, special project by class or student organizations, After Prom, PTO, Safety Town)
5. If a school organization has a service hour requirement (like NJHS/NHS), then those hours cannot also be used to fill the graduation requirement.
6. Students must provide their own transportation to and from their community service site.
7. Community service cannot be completed during regular school hours. Service activities can be performed after school, on week-ends, during the summer or vacation days during the school year.
8. Students must submit a completed Community Service Verification Form for every activity to the Community Service Coordinator. Please make a copy of this form for your records.
9. Service hours are awarded for activities which are not regularly paid duties.
10. Service hours cannot be earned from parents/family, companies, businesses, shops or for-profit organizations.

**Get a head start on your graduation requirement.  
Complete some community service hours this summer!**