



CHICAGO BULLS COLLEGE PREP

A CAMPUS OF NOBLE STREET CHARTER SCHOOL

Time stamp

Must submit within seven (7) days of service!

Community Service Documentation Form

No credit will be given if form is submitted after seven days of service or if illegible.

General Information

Student Name: _____ Grade Level: _____ Advisor: _____

Service Site: _____ Student ID#: _____

Service Details *(to be completed by site supervisor)*

Supervisor's Name (please print): _____

Date of Service (**multiple sessions on one sheet is NOT permitted**) _____

Student's Start Time: _____ Student's End Time: _____

Student's Total Hours of Service: _____ Hours & _____ minutes.

Supervisor's Signature: _____ Supervisor's telephone #: _____

Please answer the questions below in 3-4 complete sentences, attach an extra sheet of paper if necessary:

1. How does this organization/ site directly help the community?

2. How did YOU directly contribute to this event or organization?

3. What new information did you learn about yourself or the people you were helping today?

Rejection [Admin Use Only]

Incomplete Info No Stamp Answer # _____ correctly Hours Passed 7 Days 3-4 Complete Sentences # _____

Re-write Legibly Site not Approved See Ms. Martinez in 110 Return/check-in date #1 _____ #2 _____



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For each grade level, students must pass the community service requirement as follows to be promoted to the next grade level:

9 th Grade	5 hours (Sem 1) + 5 hours (Sem 2) = 10 hours total (two different sites required)
10 th Grade	15 hours (Sem 1) + 5 hours (Sem 2) = 10 hours total (20 cumulative)
11 th Grade	25 hours (Sem 1) + 5 hours (Sem 2) = 10 hours total (30 cumulative)
12 th Grade	40 hours (Sem 1) = 40 cumulative hours complete by end of semester 1
Total:	40 hours of community service required to graduate.

Students failing to satisfy the Sem 1 benchmark by 5pm on Friday, Jan. 13, 2017, will be required to make up the Sem 1 requirement in night school at a cost of \$70. Students failing to satisfy the Sem 2 benchmark by 5pm on Friday, June 9, 2017, will not be promoted to the next grade level unless hours are made up in summer school at a cost of \$70.

Community Service Guidelines:

Service may be performed (1.) at sites on the *2016-2017 Pre-Approved Site List* (available outside room 110), (2.) at sites not appearing on the *Pre-Approved Site List*. Sites must be approved by Dean of Student's Office by submitting a *Community Service Pre-Approval Letter* (available outside room 110), or (3.) at school-sponsored opportunities. Be advised: Students assigned detention the day of or during planned service trips may NOT receive credit for hours. Also, community service hours are NOT valid if completed while classes are in session and/or during school-day hours in which the student is suspended! **No relative of student may work at a service site! Hours served at for-profit sites, sites where a relative works, or sites not approved in advance of service will be rejected!**

The Community Service Process:

1. Arrange to perform service.
2. Pick up as many *Community Service Documentation Forms* as needed outside room 110.
3. Perform the service as arranged.
4. A minimum of **THIRTY MINUTES** of service must be performed per session to receive credit.
5. Over **5 hours** require a follow up conversation with someone from the Dean of Students office.
6. **Complete ONE form per service session. Multiple sessions on the same form will NOT be accepted.**
7. Complete the General Information and Service Reflections sections.
8. Supervisor must sign, date, and include phone number on the Service Details section of form.
9. "Satisfying" the service requirement includes returning this form *within seven calendar days of service* (even if the seventh day falls on a weekend). **Credit will not be given for forms submitted after seven days of service. It is YOUR responsibility to submit this form with the complete and specific information requested; extensions will NOT be given for failure to do so.**
10. Student MUST complete the *Community Service Documentation Form* to receive credit for service hours. **A letter from site supervisor verifying student attendance does NOT take place of this form!**

(In instances of missing forms, it is the student's responsibility to produce a completed copy of the original)