

WASHINGTON COUNTY COMMUNITY SCHOLARS VOLUNTEER HOURS VERIFICATION FORM

PLEASE READ ALL GUIDELINES FOR COMPLETING AND TURNING IN YOUR COMMUNITY SERVICE HOURS:

1. To successfully complete the program for the year, you must complete 20 hours of community service in a nonprofit setting, have a 95% attendance rate (no more than 9 absences), maintain a 2.5 GPA, and have no out-of-school suspensions.
2. The service year begins July 1 of one calendar year and goes through June 30 of the next calendar year. For instance, hours for the 2018-2019 school year should be performed from July 1, 2018, through June 30, 2019. Any hours that do not fall within this time frame WILL NOT COUNT!
3. Fill in all the blanks completely.
4. You may list multiple dates for one site on the same form. Use a different form for each service site if you perform community service hours at different sites.
5. Make a copy of this form for your records.
6. Place the form in the box designated for WCCS hours in the school counseling office.
7. Deadlines for turning in forms will be announced over the intercom and through email.
8. **The deadline for turning in hours from the previous school year is the FIRST FRIDAY IN SEPTEMBER OF THE CURRENT SCHOOL YEAR.**
9. The exception to the deadline is the one for seniors who are in their current service year. **Seniors participating in the program must turn in service hours for the current year by the FIRST FRIDAY IN MARCH OF THE YEAR THAT THEY ARE SENIORS.**
10. Direct all questions to Mrs. King in the school counseling office. If you can't find her in person, you may reach her by calling 276-642-5306 or by emailing her at susan@wcs.k12.va.us.

Student Name _____

SERVICE YEAR Grade Level (Circle one.) Grade 9 Grade 10 Grade 11 Grade 12

(This is your last grade level, not the one you are in now unless you are a senior and are completing your final service year.)

Log your service hours here:

Organization/ Location	Service Dates	Hours
	Total hours	

Adult in Charge (Please print.): _____

Title/ Position (Please print here, too.): _____

Adult Signature: _____

Date: _____