



Community Service Documentation Form

Directions: Fill out this form with complete and accurate information according to the guidelines listed below. If this form is not completely and accurately filled out according to these guidelines, credit may not be granted for the hours performed.

1. **Fill out this form completely in ink** (*Absolutely NO white out or writing in pencil*).
2. Multiple dates and times on the same form are not allowed without pre-approval of the CS director.
3. Forms are due within seven (7) calendar days of service even if the student is absent on the 7th day, or it's on a weekend.
4. Submit this form to the **Main Office**. It **MUST** be stamped by office staff. (*Credit will not be granted if the form is submitted after the deadline or without a stamp.*)
5. Changes on this form **MUST** be signed or initialed by the supervisor or else credit will not be granted.
6. A minimum of ONE HOUR of service must be performed before credit is granted.
7. Faxed, copied, or emailed forms will **NOT** be accepted.
8. In order to receive CS credit for volunteer work, it must be completed **ONLY** at sites listed on the **2017 -2018 Approved Sites List**, sites a student has gotten individually approved for him/herself to volunteer, or during CS Department sponsored events/trips (*Volunteer work completed elsewhere will not earn credit*).

Student name: _____

Supervisor's name (print): _____

Student's advisor: _____

Grade Level: _____

Supervisor's phone #: () _____

Place of service: _____

Supervisor's signature: _____

Date of Service: _____

Start time: _____

End time: _____

Total hours of service performed: _____ hrs _____ min
(*Double check your math!*)

<p>For office use</p> <p>Resubmit Deadline:</p>

Type R Reflection: **Using the back of this page, write at least 2 sentences** to answer **each** of the following prompts.

1. Describe the service that you completed.
2. What was the most meaningful moment of your service?
3. How did my strengths manifest themselves in this situation?





NOBLE STREET COLLEGE PREP

1010 N. Noble Street
Chicago, IL 60642

p: 773.862.1449
f: 773.278.0421

Describe the service that you completed.

What was the most meaningful moment of your service?

How did your strengths manifest themselves in this situation?



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