

COMMUNITY SERVICE REQUIREMENTS:

- A minimum of 15 community service hours must be completed in order for credit to appear on your report card per semester.
- All community service cards **MUST** be turned in **THREE (3) WEEKS** before the end of the semester. Hours on company letterhead stationery are also accepted.
- Students who complete community service during the summer must turn in the hours in September for fall credit.
- Hours worked during a holiday are to be verified and signed by a supervisor and turned in following the holiday.
- Students who complete 100 hours or more, in one year, will receive the Presidential Volunteer Service Award. An award year includes the spring semester (Feb 1st), summer, and fall semester.
- Notification of Community Service will appear on your semester report card and transcript. Under the title of “class” it will display Community Service and under the “grade” category it will display CR for credit. The CR represents the 15 or more hours that were completed during the fall or spring semester of that year.
- Return cards to the Community Service box, located in the Main Office

**BEVERLY HILLS HIGH SCHOOL
RECORD OF COMMUNITY SERVICE**

Student's name _____ Student ID # _____

Student's Telephone number: _____ Class of 20 _____

Counselor's Name _____

Volunteer project _____

Project location address _____

Date(s) Volunteered _____ Number of Hours volunteered _____

Supervisor Signature(verification of hours) _____

Supervisor Name (please print) _____

Supervisor Telephone Number _____

Parent's Signature _____

Return this card to the Community Service Box located in the Main Office