



# Bucktown

CHICAGO INTERNATIONAL CHARTER SCHOOL

## 2017-2018 Community Service Documentation Form

Please use this form for each project or location where you have completed service hours. More forms are available in the main office. Copies are acceptable. You may also scan and email the completed form to Mr. Kliebert at [kkliebert@distinctiveschools.org](mailto:kkliebert@distinctiveschools.org).

**Directions:** Students are responsible for submitting this form completely and accurately according to the guidelines that apply, or hours will not be accepted. Forms are due to Mr. Kliebert at the conclusion of each service project. All service hours must be documented and submitted by Friday, June 1, 2018. **Twenty-five (25) hours are required for graduation. It is highly suggested that student complete seven (7) hours by the end of Quarter 1, Quarter 2 and Quarter 3 and then fulfill the final four (4) hours by Friday, June 1, 2018.**

\*Any student who does not complete their 25 hours by June 1, 2018 will complete them at school during 8th grade graduation week June 4th- June 7th until all 25 hours are complete. This means that they will not attend 8th grade trips until all service hours are completed. Graduation fees will not be refunded for missing trips due to incomplete service hours.

### **Procedures:**

1. Perform community service at a local agency or organization.
2. Complete ONE form for each service project you complete.
3. Turn in completed form to Ms. Ramos in the office or Mr. Kliebert in the Dean's office.

\*Complete the section below with all information and obtain a site supervisor's signature below. Please fill out the form in ink. Forms that contain whiteout or scratch outs will not be accepted.

Name of Student: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Name of Organization (Place of Service): \_\_\_\_\_

Contact Person/Site Supervisor: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date(s) of Service: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of Days: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Site Supervisor's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**Student Response:** *Write a description of the service you provided, include details of what was done during the project. (use back of paper if needed)*

### **(Office Use Only)**

Date Submitted: \_\_\_\_\_ Approved by: \_\_\_\_\_ Entered: Y \_\_\_\_\_ N \_\_\_\_\_ Date Entered: \_\_\_\_\_

## A DISTINCTIVE SCHOOL