

**Johnstown-Monroe High School  
Community Service Completion Form**

**60 Hours of Community Service are Required for Graduation**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

- All students must complete at least 60 documented hours at a site of your choice, verified by the timesheet on the back of this form. Students will receive ½ credit for 60 hours, and 1 credit for 120 or more hours.
- You may fulfill your hours at one site or several sites.
- Students must complete a one-page, typed, **Reflection Paper** on the service learning experience. Even if you have multiple volunteer sites, turn in one paper in which you discuss all of your volunteer placements. This paper is due at the completion of the 60 or 120 hours and needs to be turned in with the timesheet to the **Guidance Office**.
- **All students must complete the Community Service requirement by March 1<sup>st</sup> of their senior year.**
- **Seniors cannot earn Early Release unless Community Service is completed.**

**Service Learning Site:** \_\_\_\_\_

Please evaluate the student who volunteered according to the scale below. Your performance assessment is an important part of the evaluation process for both the student and the program.

**Rating Scale: 3 = Outstanding 2 = Satisfactory 1 = Unsatisfactory 0 = No Value to Me**

_____ Uses good judgment	_____ Is dependable
_____ Shows interest	_____ Follows directions
_____ Shows initiative	_____ Calls when not able to come
_____ Communicates effectively	_____ Is able to solve problems
_____ Is thorough and neat	_____ Arrives on time

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only**

\_\_\_\_\_ **Number of Approved Hours**

\_\_\_\_\_ **Reflection Paper Received**

\_\_\_\_\_ **Credit Earned**

**Approved by:** \_\_\_\_\_

Date	Volunteer Hours	Activity	Signature
Example: 10/31/05	2	Collected tickets at Kiwanis Club Haunted House for charity	Signature

TOTAL HOURS COMPLETED \_\_\_\_\_

Please use a separate form for each volunteer site.