

# Community Service Time Sheet

(Repetition of same Service Project)

The King’s Academy

Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_ Project Date: \_\_\_\_\_

Community Service Organization: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor’s Signature & Phone #: \_\_\_\_\_

I have followed the community service guidelines that are included on the back of this form.

Student Signature: \_\_\_\_\_

**Instructions:** Please record the requested information for each individual time period you work.  
This includes when you work multiple time periods on the same day.

Service Performed	Date	Time Served
<b>Total Time Served</b>		

**School Contact:** Trisha Todd – (561) 686-4244 ext. 361

## **Guidelines for Community Service Hours:**

1. Service may be volunteered to the school and/or the community.
2. Students must perform volunteer services on their own time, which can include lunch break. Study hall time may be included for peer counseling activities or service to the school. Participation in performances, festivals, or competitions during the school day may count if this meets the criteria under #3 & #4 and participating students are given permission by the principal to be absent from class.
3. Participation in performances, festivals or competitions counts if the following apply:
  - \* Volunteer service meets an identified community service need.
  - \* There is no admission charge accepted for the performance.
  - \* Student participation is of voluntary nature.
  - \* The performance does not promote the sponsoring organization.
  - \* Neither the student organization nor the sponsoring organization receives payment for the performance.
4. Students may not be paid for service rendered.
5. Volunteer service involving academic requirements for a class will not count.
6. Service rendered as a prerequisite for employment will not count.
7. Attendance at self-improvement workshops or conferences will not count as service.
8. Fundraising for non-profit organizations or charities will count.
9. Service may not be performed for a student's family or for a profit-making organization, except for institutions like hospitals or the humane society.
10. Service performed as a result of disciplinary action taken by the school or courts cannot count.
11. Service with a religious organization when it is not a part of the regularly scheduled service/ceremony or an educational program will count.
12. Volunteer work for the purpose of promoting a particular religious or political point of view or person cannot count as volunteer hours. For example, if your church youth group helps with the Special Olympics, those hours would count, but not time spent distributing flyers advertising a church revival.
13. A student may work up to 8 hours a day (to prevent mission trip students from counting 24 hours for each day of the trip)
14. Participation in Varsity or Junior Varsity Athletics and regularly scheduled band and chorus performances does not constitute volunteer service under this program.
15. The above criteria will not cover all circumstances. If a question exists regarding the acceptance of an activity for volunteer service, please check with the Student Life office.

### **Purpose:**

- To broaden the student's learning experience through service activities that provide exposure to and engagement with the real needs of our community and our world.
- To involve the student in activities that raise "ministry awareness" with the hope of nurturing a greater desire to serve in ways like that of Jesus Christ.
- To provide opportunities for students interested in meeting the required number of community service hours for the Florida Bright Futures Scholarship awards.

### **Awards:**

- At the end of the school year, a student will receive a bronze certificate (10-49 hours earned), a silver certificate (50-99 hours earned) or a gold certificate (more 100 hours earned).
- All seniors who earn 250 hours (during their high school years) will wear a white honor cord at graduation.
- The student with the highest total hours will receive a trophy.

**Procedure:** Students will obtain forms from the High School Office or online at [www.tka.net](http://www.tka.net). The adult in charge needs to sign the form. The student will then return it to the High School Office. A record of the student's community service hours can be found on Renweb.

**Deadline:** To qualify for the year-end awards, all forms must be turned in by April 20<sup>th</sup>. Hours turned in after April 20<sup>th</sup> will go into the total for the next school year. Community service hours will begin to count in the summer between grades 8 and 9. We will use the date for these summer hours as any earned after June 1 of the eighth grade.