

# **RSS Community Service Hours Documentation Form**

RSS requires a total of 40 service hours to graduate. Service hours completed during school and those completed outside of school are eligible for this requirement. You must provide documentation of your service by completing this form.



Student Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Graduating Year: \_\_\_\_\_ Today's Date: \_\_\_\_\_

---

## **Service Details:**

Name of Organization: \_\_\_\_\_

Description of Service Provided: \_\_\_\_\_

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

Number of Hours Served: \_\_\_\_\_

---

## **Organization or Teacher Verification:**

Was service provided as part of a school activity?\* Circle one: Yes No

\*If service was part of a school activity, teacher's signature is required below. If activity was outside of school, someone from the organization must verify your hours below.

\_\_\_\_\_  
**Name of individual verifying student's hours**

\_\_\_\_\_  
**Signature of verifying individual**

\_\_\_\_\_  
**Contact phone number**

---

## **Student and Parent Verification:**

I verify that I have completed the above documented service hours. I understand that I must complete all parts of this form and obtain the proper signatures in order to receive credit for service hours.

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

By signing below, I verify that I have given approval for my child to participate in this service activity, and that he/she has completed the hours of service as indicated above.

**Parent Signature:** \_\_\_\_\_

# RSS Community Service Hours Guidelines



## Guidelines for Service:

- Service must begin after the successful completion of 8th grade.
- Service must be completed by the end of the third quarter of senior year.
- All aspects of service must be approved by parent or guardian.

## Service Hours NOT accepted:

- Service for which pay was received
- Service which was performed as disciplinary or adjudicated purposes
- Any activity for family, friends, an employer, or private business
- Absence of approval by parent or guardian
- Activities rewarded by a badge, such as Boy and Girl Scouts