

Answer these questions after finishing your work.

Explain in 3-6 sentences why you did not complete service learning hours for this (these) years. The more years you have missed, the longer your answer should be! Attach another sheet if necessary.

SERVICE LEARNING PAPERWORK TURN-IN PROCEDURE

After completing each section of the paperwork, check off the boxes below. Did you. . .

- Fill out the top portion of the form with your:
 - Student Name, ID number, grade level and graduating class year
 - Name and date of activity/event, and make sure to include the year
 - Name of non-profit organization sponsoring the activity/event
 - Club/team/group involvement (if applicable) as well as club advisor's name
 - Supervisor's name and phone number
- Answer the prompt in complete, legible, detailed, and thorough sentences. Failure to answer the prompt correctly, legibly, and/or with very basic sentences will cause you to have to rewrite the paragraph.
- List the specific dates, times, and number of hours worked for the event
- State what you did for each date you worked (Be specific)
- Obtain all signatures: supervisor, parent and student signature verifying the hours completed
- Take a picture with the supervisor **that shows location of activity or event.**
- Print photo and **staple to the BACK of the form.**
- Answer the question at the top of this page on why the service learning hours were not completed on time.

Turn in completed service learning paperwork packets to the appropriate drop box in the Assistant Principal's office by the due dates below:

Make-up forms for 12th grade due: December 2, 2019
12th grade: January 30, 2020
11th grade: February 27, 2020
10th grade: March 26, 2020
9th grade: April 23, 2020

IF YOU TURN IN SERVICE LEARNING PAPERWORK AND ANY SECTION OF THE FORM IS NOT FILLED OUT AS REQUIRED AND/OR YOU ARE MISSING SIGNATURES OR A PHOTO, THE HOURS WILL BE MARKED AS "FAILED" UNTIL THE CORRECTIONS HAVE BEEN MADE AND PROCESSED WITH THE AP OFFICE.

FAILURE TO COMPLETE SERVICE LEARNING HOURS EACH YEAR WILL CAUSE INELIGIBILITY FOR SPORTS AND/OR A WORK PERMIT BEING DENIED/REVOKED. SENIORS FAILING ANY YEAR OF SERVICE LEARNING HOURS WILL NOT EARN A DIPLOMA.