



GRISWOLD HIGH SCHOOL

267 Slater Ave, Griswold, CT 06351
(860) 376-7640

Principal, Erin Palonen

Associate Principal, Marceline Dillon

Community Service Form

Please fill out entirely and submit to the community service mailbox in the main office.

See Guidelines on the back of this form for more information

Use one form per event. If multiple dates are at the same place, use one form per month.

Student Information

Student Name:

Graduation Year:

Community Service Event Information

Name of the Non-Profit Business and/or Event:

Event Supervisor Name. Please Print:

Date(s) of Service:

Event Supervisor Phone Number:

Total Hours:

Event Supervisor Email:

Are any members of your family employees or owners of this organization? Yes No
(this includes parents, grandparents, aunts, uncles, cousins, etc.)

Description of Community Service. Include dates/hours and a brief description of what you did.

Event Supervisor Signature:

Date:

Parent Signature:

Date:

Student Signature:

Date:

Hours will be verified and logged into Infinite Campus once they are approved. Instructions on how to access your hours is in Google Classrooms. If forms are incomplete, they will be returned to you.

Community Service Coordinator Approval:

Date:

Community Service Guidelines

KEEP FOR YOUR RECORDS

Information and Requirements:

- 40 hours due by April 1st of your senior year.
- 10 hours a year are due which will be reflected on Infinite Campus.
- There is a list of community service resources online at:
<https://www.griswold.k12.ct.us/ghs/student-life/capstonecommunity-service/local-contacts> and also in the Google Classroom
- Students should accept the Google Classroom invite ASAP.
- Community service updates will be communicated via Google Classroom, Morning Announcements, bulletin boards, assemblies, emails, and appointments to communicate with the students.
- Community service hours must be handed in on the formal Hours Form which is available online, outside of the front office and room 4214, and in Google Classrooms.
- Students with Case Managers are encouraged to work with their Case Managers to meet their Community Service Goals. Exemptions or modifications are granted only through the PPT process.
- Students are required to seek out their own volunteer opportunities as well as develop new initiatives.
- This is a graduation requirement for your GHS Diploma.

What is NOT approved:

- Any service you receive payment for
- Community service performed for family, friends, or neighbors is **not allowed**.
- Community service where your parents or family is employed is **not allowed**.
- Any online activities are not allowed. All Community Service must be in person.
- Any service you have to perform for a curriculum-based class for graded credit (i.e. CNA program).
- Absence from class or school to perform community service.
- Please hand in completed hours forms to the front office.
- In-school clubs such as Drama, FBLA, Student Leadership Council, or Teen Legislative Council will not earn Community service hours for attendance. However, any community service projects they set up for outside of the school day that benefits the public will be accepted.
- Travel time to Community Service events is not counted.
- Hours that cannot be verified will not be accepted. Please make sure you have filled out your forms with all the proper information.
- Forged forms will be referred to and investigated by administration.
- Hours that do not meet the State of CT Safety protocols:
<https://www.ctdol.state.ct.us/wgwkstnd/minors/wg18yrs.htm>.

If you need additional assistance please email Mrs. Caviness at jcaviness@griswoldpublicschools.org