

St. Albans High School

2100 Kanawha Terrace

St. Albans, West Virginia 25177

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Community Service Verification Form

- Completed forms should be returned to the Community Service Coordinator prior to the due date each year.
- Submitted forms will not be returned. It is recommended that you keep a copy of the form for your records.
- Completed forms for 9th-11th graders are due on the last day of school of the year in which the service was completed.
- Completed forms for 12th graders are due on March 25th in order to be verified prior to graduation.
- Completed forms for the current year will not be accepted after the deadline. (9th grade forms are due at the end of 9th grade. Separate forms should be submitted each year for activities that span multiple years.)
- Special awards and recognition are given to 12th graders who have documented 60+, 150+, and 500+ hours of service.

Part 1 – To Be Completed by Student

Name: _____ Graduation Year: _____

Date(s)* of the Project: _____

**Projects spanning multiple days require a service log to be completed on the back of this page.*

Whom did you help? _____

What did you do? _____

Part 2—To Be Completed by Project Supervisor

A project supervisor is someone who witnessed the student complete the service and is not their relative.

Name of Project Supervisor: _____

Title or Role: _____

Contact Number: _____ Total Hours Spent on Project: _____

Project Supervisor Signature: _____

