

**Palo Alto High School
COMMUNITY SERVICE VERIFICATION FORM**

Direction about how to complete this form, and how to have community service hours recognized on your high school transcript, are included on the reverse side of this form.

Student Name _____

Name of Agency _____ **Agency Phone Number** _____

Agency Address _____

Name of Site Manager _____

Dates and hours served (please include month, day and year)

Date	Activity	Hours		Date	Activity	Hours

Total hours served at this agency: _____ **Starting date of service at this agency:** _____ **Ending date:** _____

Signature of Site Manager _____

(See reverse for more details and instructions)

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Your volunteer time can be documented on your high school transcript. For questions and pre-approval of sites, please contact Youth Community Service at (650) 617-8960 or ycs@youthcommunityservice.org. For volunteer opportunities, please contact the Volunteer Center of Silicon Valley (408) 247-1126 x316 www.vcsmc.org or Youth Community Service (650) 617-8960 www.youthcommunityservice.org.

Directions for completing this form:

1. Please print neatly.
2. Use one form per agency. If your volunteer work is done through an on-campus service club, please use one form and have your club advisor sign it. You may copy this form.
3. Please fill in the entire form. When recording dates, please include month, day, and year.
4. Once you have completed 100 hours, turn all forms into Suzie Brown, Palo Alto High School Registrar. She can be reached at (650) 329-3822.

To be eligible for transcript recognition for your volunteer time, you must:

- Complete 100 or more hours of volunteer service after completing 8th grade and prior to graduation.
- Record all of your hours on these forms, have a supervisor at your service site sign the forms, and turn all forms in to the school registrar each time you have completed 100 or more hours. Please don't re-submit hours that have already been recorded on the transcript.
- The total number of service hours will be printed on your transcript.

The following volunteer projects are eligible for transcript recognition:

- Volunteering at a non-profit organization
- A service-learning project in one of your classes
- A volunteer project required for a class (i.e. Life Skills volunteer hours)
- Community organizing including voter registration and political campaigns.
- Service learning projects outside of class including the training and preparation time. (Training time must be directly related and cannot be greater than 50% of the number of direct service hours.)
- Time served with a faith-based institution that does **NOT** include teaching or promoting one faith. (Examples: serving food, fundraisers, banquets, volunteering at the facility.)

The following volunteer projects are NOT eligible for transcript recognition:

- Hours spent teaching religion in a church, synagogue, mosque, or faith-based institution will **NOT** be recognized because PAUSD schools are public, non-sectarian institutions. Therefore, hours spent at religious pre-schools and day camps as well as hours served during religious ceremonies (including choirs, bands, etc.) may **NOT** be claimed.
- Time served benefiting a for-profit corporation may **NOT** be claimed.