

## COMMUNITY SERVICE HOURS INSTRUCTIONS

Use the **Community Service Verification Form** to record your hours as you work them. Have the form signed by the site manager where you volunteer.

You can have Community Service hours from more than one agency, just use a separate form for each one.

Community Service is not a Paly graduation requirement. If you volunteer 100 hours or more while you are a Paly student, it can go on your school transcript. To do this, you will need to fill out the **Verification Form** and take it to Suzie Brown, the Registrar in the Guidance Office.

For the **Presidential Service Award**, you must volunteer at least 100 hours within a 12 month period. The 12 months can start any time, but your 100 hours must be completed within 12 months to receive the Presidential Service Award. Submit the **Presidential Service Award Form** and the **Verification Form** to Wendy Sinton, a Career Counselor in the College and Career Center.