

Remember: Students should make and keep a copy of all forms submitted. Mrs. Croft will take the originals and file them.

Hours that CAN Be Counted Must:

- Be approved by Mrs. Croft **PRIOR TO** starting
- Have proper documentation- see forms required above
- Be done during non-school hours (exceptions may be made on a case by case basis and will be documented in writing prior to their start)
- Be done for a non-profit organization- no businesses

Hours That CANNOT Be Counted:

- Hours completed prior to receiving approval to proceed from Mrs. Croft
- Family related activities
- Court mandated community service
- Service for the sole benefit of a religious house of worship and/or its congregation (cleaning the church, babysitting during a service, setting up sound equipment for a church service)
- Service for promoting a political candidate
- Co-curricular activities that are course requirements (band, chorus or orchestra rehearsals and/or performances)
- Any project or activity where students are compensated financially or with some other material benefit
- Any activity where there is no leader or responsible adult on site to evaluate and confirm student performance

Frequently Asked Questions:

1. What are the **due dates**? December 21 (for hours logged over the summer and first semester) and May 3 (for hours logged second semester). Night of Stars hours must be turned in by April 19 (Seniors only).
2. Where can I get forms and more information? www.lakewaleshigh.com, front office or Mrs. Croft
3. Are there any hour limits for specific activities (clerical tasks)? No. As long as the student has done the necessary paper work and received the appropriate approval, the hours will count.
4. How many hours can be earned a day? 8. Some exceptions may be made, but will be done on a case by case basis.
5. Can hours be earned during the school day? No. Hours cannot interfere with instructional time. Students can begin logging hours at 2:05 (if on campus) or when they arrive at the agency. Travel time does NOT count and should not be logged. Some exceptions may be made but will be on a case by case basis and will be done in writing.
6. Whose responsibility is it to find an agency? The student. Mrs. Croft can only tell you where other students have gone.
7. Whose responsibility is transportation? The student and/or their parent.
8. Are there any agencies where these forms are not required? No. All forms are required for all agencies. Note: Only ONE proposal is needed per agency. However, hour logs and their corresponding reflections are required whenever hours are logged.
9. How can I get an activity approved? See Mrs. Croft or email her at comserv@lwcharterschools.com
10. Are CAS & Community Service the same thing? No. CAS (Creativity, Action, Service) is a required part of the International Baccalaureate and will be done separately. Information regarding CAS will be given to IB students.

I have read and understand the information presented regarding LWHS Community Service.

Student Name: _____

Student ID Number: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Please return this form to Mrs. Croft in the CLT.