



John I Leonard Community High School

Home of the Mighty Lancers!



Community Service Form

Student Name *(Print Neatly)*: _____

Student #

Counselor *(Circle One)*: Cassagnol ~ Dixon ~ Manganelli ~ Orphanos ~ Scott ~ Vazquez ~ Walker ~ Wilson

Date	Name of Non-Profit Agency	Duties Performed	Hours	Supervisor/Teacher Name	Supervisor/Teacher Phone #	Supervisor/Teacher Signature
Total Hours						

Student Signature: _____

Date: _____

Grade: *(Circle One)*: 9 10 11 12

Counselor Stamp: _____

Data Processing Stamp: _____

Please read page 2 for Guidelines

Guidelines:

The following School District of Palm Beach County guidelines must be followed to participate in activities that are considered acceptable for community service:

- Community service is defined as **non-paid** volunteer work with a **non-profit** agency.
- Students may begin accumulating service hours as early as the summer prior to entry of the 9th grade year.
- Service should benefit the community at large. Working solely for an individual will not be acceptable.
- Hours must be documented in writing, either on this form or on letterhead from the organization being served.
- Parent notification of the community service requirement is necessary. A school generated notice will include the necessity of parental knowledge/supervision while students are engaged in community service activities.
- Students who do not have access to community service opportunities must be provided opportunities on the school campus. It is the student's responsibility to alert the School Counseling Department that he/she is in need of school access to community service.
- Time spent **organizing** and **collecting** canned goods, clothing, or book drives for a community in need does qualify as community service.
- Service on behalf of a candidate for public office.

The following are examples that would **not** count as community service:

~ Rehearsal time for participation in a fine arts/performing arts program.
~ Club meetings to organize community service activities.

~ Practice time for sports and band.

~ Donating canned goods or items to gain community service hours.

~ Working at a nursing home, medical office, store or any place of business that is For-Profit.

Frequently Asked Questions:

Q: When do I turn in my Community Service Hours?

A: Seniors – Deadline is April 30th

Freshman/Sophomores/Juniors – End of each semester

Q: I'm a Student Aide. When do I turn in my Community Service Hours?

A: Seniors – End of 1st Semester and April 30th

Freshman/Sophomores/Juniors – End of Semester 1 and Semester 2

Q: Where do I turn them in?

A: To your counselor in the Guidance Office

Q: How many hours are required for graduation?

A: 20

Q: How long does it take to see my hours in SIS after I submit them?

A: By the end of the semester

Q: I helped a neighbor move. Does that count?

A: No



2023-2024



John I Leonard Community High School ~ 4701 10th Ave. N, Greenacres, FL 33463
