



Community Service Documentation Sheet

Student Name _____

Grade _____

Guidelines for Acceptable Community Service:

- Service should be for a not-for-profit organization or for other pre-approved recipients.
 - Community service hours will count toward the graduation requirement beginning the summer prior to the students' freshman year of high school.
 - Students may not receive any payment or material benefits from their service.
 - Proof of service may be established by a written letter from an authorized representative of the organization stating how much time students served and a brief description of the activities. Proof of service may also be established when an authorized representative of the organization completes the information below.
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The following information must be completed by an authorized representative of the organization or Person receiving services from the student named above. Contact a member of the Academy's administration at 423-877-1288 with any questions.

Name of Organization or Person Receiving Services

Date

Name of Authorized Representative

Phone Number

Description of Services _____

Number of Hours

Signature of Authorized Representative