

## DCSD Community Service Guidelines

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Every student attending a Douglas County School is required to fulfill a 20 hour community service requirement outside of their home and family environment in order to graduate. Any activity that meets the following guidelines is acceptable. All hours must be documented on a **DCSD Community Service Documentation** form, completely and legibly, to be processed. All hours documented will be noted on the student's transcript.

### Acceptable:

- Any service lasting a minimum of 2 hours total. (This can include service opportunities that take place over several different days for less than 2 hours at a time, it must add up to 2 hours to be accepted for processing)
- Any service commencing after the successful completion of eighth grade.
- Recommended completion by end of third quarter of senior year, except by prior approval of the principal.
- Any activity completed outside of regular school hours.
- All aspects of the service approved by parent or guardian.
- Service learning hours which receive no academic credit.

### Not Acceptable:

- **More than 5 hours of service learning being performed for a school team, club, activity, or faculty member.** (Any time over 5 hours in which community service is performed by school organizations or faculty members for an outside organization *may* count toward the 20 hours -such as NHS coordinating volunteers to help at the Food Bank of the Rockies).
- Any service paid for or for credit for disciplinary or adjudicated purposes.
- Any activity for family, friends, an employer or private business.
- Non-approval or absence of approval by the parent or guardian.
- Any activity completed during school hours except with prior approval of the principal.
- Any activity that is rewarded by a badge, such as Boy and Girl Scouts.
- Any activity that results in lettering at the school.

**Any student who is lacking transportation and would like information about service opportunities at school or has any questions about graduation requirements should contact their respective high school's Counseling Department.**

# DCSD Community Service Documentation

## Beginning with the Class of 2012

**Purpose:** Through community service students are given opportunities to become responsible citizens by helping others while learning selflessness and fostering personal growth.

### Student Information

Student Name: \_\_\_\_\_ Graduating Year: \_\_\_\_\_  
Please choose School \_\_\_\_\_ Student ID# \_\_\_\_\_ Male ☐ Female ☐

### Organization Information

Organization: \_\_\_\_\_ Dept: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Description  
of Service  
Performed:**

### Verifying Information

Date of Service	Hours Served	Evaluation of Student's Work
_____	_____	Unsatisfactory <input type="radio"/>
_____	_____	Satisfactory <input type="radio"/>
_____	_____	Excellent <input type="radio"/>

**Comments:**

\_\_\_\_\_

\_\_\_\_\_  
Verified by Site Contact (please print)

\_\_\_\_\_  
Signature of Verifier

Telephone Number: \_\_\_\_\_  
(If contacted, this individual can verify student's hours)

### Student/Parent

I verify that I have completed the above documented service and have followed all guidelines. I understand that I must fully complete all parts of the form including the reflection page in order to have my completed service hours processed to fulfill my community service graduation requirement of 20 hours.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

By signing below, I verify that I have given approval for my child to participate in this service activity, and that he/she has completed the hours of service as indicated above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Reflection**

**Purpose:** Through community service students are given opportunities to become responsible citizens by helping others while learning selflessness and fostering personal growth.

Student Name: Graduation Year: 

Fill out the following questions as completely as possible, feel free to use additional sheets of paper if necessary.

1. Why did you choose this activity? Do you have an interest in this area?

2. What did you observe during your service learning activity that made an impact on you?

3. How was this activity similar or different from other educational activities?

4. What did you learn?

5. Was this a positive or negative experience for you and why?

6. How does this contribute to you being a responsible citizen?