



**CHICAGO BULLS**  
**COLLEGE PREP**

A CAMPUS OF NOBLE STREET CHARTER SCHOOL

Time stamp

Must submit within seven (7) school days of service!

## Community Service Documentation Form

**No credit will be given if form is submitted after seven school days of service or if illegible.**

### General Information

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Advisor: \_\_\_\_\_

Service Site: \_\_\_\_\_ Student ID#: \_\_\_\_\_

### Service Details *(to be completed by site supervisor)*

Supervisor's Name (please print): \_\_\_\_\_

Date of Service (**multiple sessions on one sheet is NOT permitted**) \_\_\_\_\_

Student's Start Time: \_\_\_\_\_ Student's End Time: \_\_\_\_\_

Student's Total Hours of Service: \_\_\_\_\_ hours, \_\_\_\_\_ minutes.

Supervisor's Signature: \_\_\_\_\_ Supervisor's telephone #: \_\_\_\_\_

At Chicago Bulls College Prep, we believe in making others better. When students get involved in community service, they not only help others - they expand their worldview, develop empathy, leadership skills, and realize how their actions can have a positive impact. That's why we believe community service is important; not just for the positive impact we can make on the world - but also for the positive impact volunteering has on us.

**Please answer the questions below in 3 sentences or 3 bullet points, attach an extra sheet of paper if necessary:**

**1. What did you do and how did that directly help the community/others?**

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**2. What new information did you learn about yourself or the people you were helping today?**

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### **Rejection [Admin Use Only]**

Incomplete Info    No Stamp    Answer # \_\_\_\_\_ correctly    Hours    Passed 7 Days    3 Sentences/Bullet Points # \_\_\_\_\_

Re-write Legibly    Site not Approved    See DoS Member in 110    Return/check-in date #1 \_\_\_\_\_ #2 \_\_\_\_\_



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Once 25 hours of community service are accrued, they will be converted to 0.25 enrichment credits. For each grade level, students must meet the enrichment requirement as follows to be promoted:

Grade	Requirement due at end of year for promotion to next grade level
9 <sup>th</sup> Grade	0.25 enrichment credit
10 <sup>th</sup> Grade	0.5 total enrichment credit
11 <sup>th</sup> Grade	0.75 total enrichment credit
12 <sup>th</sup> Grade	1.0 total enrichment credit
Total:	<b>1.0 total enrichment credit required by end of senior year to graduate</b>

All Community Service forms must be submitted to the Dean of Students office in Room 110 by **3:00pm on June 5, 2020**.

Since we value Community Service so greatly, we care that you choose an organization that truly exists to help benefit and support the community and surrounding areas or people in need. As such, please follow the guidelines below to ensure your hours are accepted.

### **Community Service Guidelines:**

Service may be performed at:

- sites on the *Pre-Approved Site List* (available outside room 110)
- school-sponsored opportunities

Sites not appearing on the *Pre-Approved Site List* **must be approved** by Dean of Student's Office by submitting a *Community Service Pre-Approval Letter* (available outside room 110).

**Be advised:** College Service hours will not be counted if they are completed while class is in session, during the time of an earned detention, and/or on a school day in which a student is suspended. **No relative of student may work at a service site! Hours served at for-profit sites, sites where a relative works, or sites not approved in advance of service will be rejected!**

### **The Community Service Process:**

1. Arrange to perform service.
2. Pick up as many *Community Service Documentation Forms* as needed outside room 110.
3. Perform the service as arranged.
4. A minimum of **THIRTY MINUTES** of service must be performed per session to receive credit.
5. **Complete ONE form per service session. Multiple sessions on the same form will NOT be accepted.**
6. Complete the General Information and Service Reflections sections.
7. Supervisor must sign and date the Service Details section of form.
8. "Satisfying" the service requirement includes returning this form *within seven school days of service*.
9. Student **MUST** complete the *Community Service Documentation Form* to receive credit for service hours. **A letter from site supervisor verifying student attendance does NOT take place of this form!**

**(In instances of missing forms, it is the student's responsibility to produce a completed copy of the original)**