



Students Enriching Romeo through Volunteer Experience

Community Service Contract

Student Name (print): _____ Date: _____

Agency: _____ Agency Phone #: _____

Agency Supervisor: _____

Duties will include: _____

Parents/Students please read and sign:

I can earn school credit by performing community service for non-profit agencies. I understand that it is my responsibility to work consistently at a PRE-APPROVED assignment, where I work out the days, hours, etc. with the agency supervisory. I further understand that I cannot just turn in random hours and receive school credit. I understand that I am to turn this contract in BEFORE beginning any assignment that will be credited by the SERVE department.

I agree to treat this assignment like I would a class or job. I will be on time, reliable, and fulfill the schedule I have committed to with the agency.

If I change assignments or plan on working with more than one facility, I will have it pre-approved and will turn in additional SERVE contracts to the SERVE office. I will keep a log of my service hours and will have a supervisor confirm and document my hours.

These hours will be turned into the SERVE Coordinator, who will verify those hours with my supervisor and upon verification will award me the school credit. 90 hour equal ½ credit and 180 hours equals a full credit, with a 2 credit maximum.

IF I AM A SENIOR AND PLANNING TO WALK AT COMMENCEMENT, I UNDERSTAND ALL COMMUNITY SERVICE HOUR WILL BE TURNED IN TO THE SERVE COORDINATOR NO LATER THAN MAY 1ST OF MY SENIOR YEAR. PLEASE NOTE THERE WILL BE NO EXCEPTIONS.

I understand the success of completing these hours and turning in all documentation in order to receive school credit is MY responsibility. I agree to be diligent and timely in fulfilling this obligation.

S.E.R.V.E.

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I, _____, have opted to perform community service at the aforementioned agency. I agree to abide by the policies, follow the work schedule we agree upon, and be very responsible in this assignment. I will call the agency in advance if I am going to be late or plan to be absent for any reason. I accept responsibility for transportation to and from the agency. I have read and agree to all of the above requirements in order to receive school credit. I also understand that I will be required to write an essay about my community service experience.

I, _____, parent/legal guardian of the above student confirm that I have read, understand, and agree to the aforementioned rules and regulations of the SERVE program and will lend my support and encouragement in the services he/she will provide. I accept responsibility for transportation to and from the agency.