



**NOBLE
STREET
COLLEGE PREP**

A CAMPUS OF NOBLE STREET CHARTER SCHOOL

1010 N. Noble St.
Chicago, IL 60642
ph 773.862.1449
fax 773.278.0421

Community Service Documentation Form

Directions: Fill out this form with complete and accurate information according to the guidelines listed below and those outlined in the community service syllabus. If this form is not completely and accurately filled out according to these guidelines, credit will not be granted for the hours performed.

Community Service Guidelines

1. In order to receive CS credit for volunteer work, it must be completed **ONLY** sites listed on the **08-09 Approved Sites List**, sites a student has gotten individually approved for him/herself to volunteer, or during CS Department sponsored events/trips. (*Volunteer work completed elsewhere will not earn credit!*)
2. Multiple dates and times on the same form are not allowed without pre-approval of the CS director.
3. Fill out this form completely in ink. (*Absolutely **NO** white out or writing in pencil!*)
4. Submit this form to Mr. Biele **in person** or to the CS Drop Box in the Main Office. If submitting this form to the CS Drop Box, it **MUST** be stamped by office staff **BEFORE** it is placed in the drop box. (*Credit will not be granted if the form is submitted after this deadline or without a stamp.*)
5. Forms are due within seven (7) calendar days of service even if the student is absent on the 7th day, or it's on a weekend.
6. Changes on this form **MUST** be signed or initialed by the supervisor or else credit will not be granted.
7. A minimum of **ONE HOUR** of service must be performed before credit is granted.
8. Faxed, copied, or emailed forms will **NOT** be accepted.

Student name: _____ Supervisor's name (print): _____

Student's advisor: _____ Supervisor's phone #: (____) _____

Place of service: _____ Supervisor's signature: _____
(**Supervisor:** Do not sign blank forms ones in pencil)

Date of service: _____

Start time: _____

End time: _____

Total hours of service performed: _____ hrs _____ min
(*Double check your math!*)

<p>For office use</p> <p>Resubmit Deadline:</p>
--

Write a paragraph of at least five (5) sentences describing the service you performed. (*Use the back of this paper if necessary.*)

