Briarcliff High School - Community Service Log Sheet
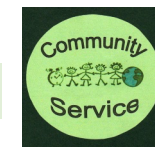
PRINT - Student Name (last)_____(first)_____ Graduation Year _____

Check the grade year that you would you like to apply these community service hours?   (Only check one)

Grades 9 – 11 are due June 1st   **Grade 12 is due April 15th.**

☐ **Grade 9**   ☐ **Grade 10**   ☐ **Grade 11**   ☐ **Grade 12**

Once your form is signed and completed: please scan and email it to the coordinator for your grade.
- ➤ Grades 9/10: crutledge@briarcliffschools.org   Grades 11/12: dguida@briarcliffschools.org

Before submitting this form for credit:
- ✓ Check reverse side of this page to ensure you have proper Community Service as required by the High School

Clearly write in all information, signatures and dates which must include the year the service was performed.

Date(s) of Service	Service Recipient's Name plus phone or email	Brief detail of service hours completed. Do not use abbreviations/acronyms.	Hours	Adult Recipient/Supervisor Signature
		Total # of hours submitted on this form		

Parent's signature _____ Date_____

Why community service?

The New York State Compact for Learning states that "members of the community help children gain maturity and responsibility by affording them opportunities for service." Mandating community service each year provides opportunities for students to explore and develop career possibilities, discover relevance to school learned skills, and cultivate distinguishing factors on college applications. Community Service allows students to be contributing members of our community each year while discovering more about their own interests and talents.

What constitutes community service?

Some examples of community service are organizing or working:
- At a soup kitchen, food pantry or other charitable organizations and events
- With the aged, the impoverished, the physically or developmentally disabled
- At a community event (including school, town) for an important/needful cause.

In other words, community service is time volunteered which benefits *those in need*, a community, or its non-profit constituents. **Community service is not** simply working (nor performing) without pay to benefit a for-profit business or company, helping your family or others, providing a service for *people with the resources to help themselves*, or training required for later employment. For example, it is not...
- Acting as a receptionist for a family or other for-profit business
- Walking the neighbor's dog and/or shopping and cleaning for the same.
- Training or internship without pay at a commercial business.

WHEN IN DOUBT, CONTACT THE COORDINATORS FOR CLARIFICATION AND APPROVAL

How many hours are required?

Each student must complete *8 hours of community service per year*, *for each of four years*. One quarter (1/4) credit will be assigned to students each year, upon completion of their service, commencing with ninth grade. This enables our students to experience the benefits of volunteerism all four years. Therefore, *you may not "pay forward"*.

Where can I get a form, and to whom do I submit?
- Log sheets are available in the guidance office, main office, and on the BHS website. (Forms > High School > Community Service Form)
- Completed log sheets with verifying signatures of the service recipient and a parent/guardian must be scanned and emailed to their Community Service Coordinators: Ms. Diane Guida (Junior/Senior) at dguida@briarcliffschools.org or Ms. Christina Rutledge (Freshman/Sophomore) at crutledge@briarcliffschools.org
- **Seniors must submit their forms by April 15th. Freshman, Sophomores, & Juniors must submit their forms by June 1st.**
- A Community Service grade of Pass or Fail will show on the year-end report card and transcript. **This service credit is a requirement of graduation.**

What do I do if I am having trouble figuring out what to do for community service?
- Check your school email as the coordinators will frequently email opportunities as they arise in the community.
- Check your Community Service Teams account to find some opportunities.
- You may also email Ms. Guida or Ms. Rutledge to set up a time to meet.