

For Office Use Only	
<input type="checkbox"/> Verified	Initials _____ Date _____
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CLOVERDALE HIGH SCHOOL
509 N Cloverdale Blvd Cloverdale, Ca. 95425
____ • ____
TEL: (707) 894-1900 FAX: (707) 894-4804



Service Learning Verification Form
Hours to meet CUSD Graduation Requirement

PRINT CLEARLY

Legal (Full) Name: _____ Graduation Year _____

Date(s)	Time	BRIEF Description of Volunteer Experience	Name of Organization/ Business Phone	Community Service Supervisor Name/Signature
	Start: End:		Name: Phone:	Name: Signature:
	Start: End:		Name: Phone:	Name: Signature:
	Start: End:		Name: Phone:	Name: Signature:
	Start: End:		Name: Phone:	Name: Signature:
	Start: End:		Name: Phone:	Name: Signature:

TOTAL HOURS: _____

INSTRUCTIONS FOR RECORDING COMMUNITY SERVICE:

1. Refer to guidelines for service projects on the backside of this form.
2. Complete service and have form filled out and signed by supervisor and parent.
3. Turn in this completed form in to the office to be verified.
4. Keep a copy of the form for your records. Take a picture with your phone or make a copy.

To be completed AFTER completion of the community service activity by Parent/Guardian:

- I, the parent of the above-named student certify that my son/daughter performed the described service learning at the times listed above.

Parent/Guardian Signature: _____ **Date:** _____

Engage-Challenge-Nurture

Service Learning Guidelines for Cloverdale High School

1. Students must complete 15 hours per year, totaling 60 hours over 4 years.
2. Any hours completed beyond the 15 required service learning requirement each year will be deemed “community service,” and will be included on the student transcript.
 - *Ex: Freshman year, the student completes 24 hours of service learning. The transcript will read that 15 hours of service learning has been completed, and it will also read that 9 hours of community service have been completed.*
3. All service learning work must be completed outside of school hours, unless organized by a teacher liaison, and approved by Principal or designated staff member.
4. Service learning must be done through a non-profit agency or an organization whose primary goal is to benefit the community or environment.
5. Service learning credit will not be granted for recruitment, membership building or teaching about an organization or its beliefs, philosophy or mission. For example, Community Service credit **will be** granted for volunteer work performed at a church providing childcare, directing recreational activities, helping to feed or clothe those in need, and providing other community services, but credit **will not be** granted for teaching about religious beliefs or for organizing or participating in religious ceremonies.
6. Service learning hours **will not be** given for service performed for a parent, relative, private/family business, or private citizens home.
7. Approved service learning completed during weekends or vacation time will not exceed more than 8 hours a day.
8. Club meetings, fundraisers and general activities do not qualify as approved community service. However, participation in service activities organized by clubs and extra-curricular groups at CHS may be counted with prior approval by Principal or designated staff member.
9. Seniors may complete 15 hours of job shadowing in lieu of community service.
10. Paid Work **will not** be considered for service learning hours.
11. Punitive service **will not** qualify for high school service learning hours (such as hours worked for probation).
12. The agency has the option of not signing the timesheet if the student’s job performance is not satisfactory.
13. Students must use official school community or credit service verification forms. Student’s sheets must be signed off by parent or guardian and supervisor of service activity.
14. Accumulation of service hours begins the summer before entering Cloverdale High School. Transfer students can have their hours prorated at 15 hours per year.
15. Participation in sports activities or youth leagues **will not** qualify for high school service hours. However, volunteering to be a record keeper, setup/cleanup for a show or athletic event, referee games (unpaid), assist coaches (unpaid), keeping score, etc. will count toward service learning credit.

Service Learning Organizations/Opportunities in Cloverdale

This list is being provided to assist students in finding community service organizations. Students can find their own organizations for service learning projects as well. Organizations not on this list need to meet the guidelines of the policy for purposes of meeting graduation requirements.

- 4-H
- Animal Shelter
- Boys And Girls Club
- C.A.R.E. Foundation
- Cemetery
- Chamber Of Commerce
- CHS/JEH
- Church
- Citrus Fair
- City Hall
- City Parks
- City Pool
- Cloverdale Arts Alliance
- Cloverdale Historical Society
- Cloverdale River Park
- Community Pre-School
- Convalescent Home
- Courtney Davis Pumpkin Patch
- CUSD District Office
- Downtown Plaza
- Eagle Pride Boosters
- Fire Department
- Fish Hatchery
- Food Pantry
- Jefferson Elementary
- Lake Sonoma
- Library
- Little League
- Museum
- Non-Profit Daycare
- Police Department
- Ponytail League
- Russian River Cleanup
- Scouts
- Senior Center
- Temples
- Tutoring
- Washington School
- Youth Football League
- Youth Soccer League