



## Community Service Project Agreement Form

Student  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

Educational  
Partner: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

I, \_\_\_\_\_ wish to work towards the completion of my community  
(please print student name)  
service project at \_\_\_\_\_. I will work under the supervision of  
(please print location)  
\_\_\_\_\_, and agree to abide by the rules stated within this agreement. I will  
(please print supervisor name)  
work \_\_\_\_\_ for \_\_\_\_\_ hours per day, for a total of \_\_\_\_\_ hours non-paid.  
(list days of the week, i.e. Mon-Fri) (hours per day) (total # of hours)

Furthermore, I understand that if I am unable to keep a scheduled appointment I will notify my site supervisor ahead of time. Upon the satisfactory completion of my community service project, I will make a copy of my completed log to place in my file for future verification. I understand that I am responsible for documenting the hours that I have completed and turning them in to my EP. I understand I need to complete 80 hours of Community Service project for graduation.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
**(Must have prior counselor approval)**



The ultimate purpose of reflection is get us into the habit of thinking about our experiences. Write a reflective essay on your community service project. Your essay needs to be at least 500 words, double-spaced 12pt. font. Be sure to include the following in your essay:

- Where and why did you complete your community service project?
- Describe the activities, duties, and jobs you completed.
- What part did you enjoy the most? The least?
- Would you recommend that other high school students complete their community service project where you did? Why or why not?

The first paragraph should introduce your community service project and briefly describe the activities you completed. At the end of the first paragraph you will include your thesis statement. This should be a 1-2 sentence summary of the main point of your experience (i.e. what you learned).

The next three paragraphs are your body paragraphs. This is where you will go into more detail about what you did during community service. You will want to describe the positives and negatives of the community service, any new skills you acquired, and what you learned from the experiences. If possible, choose three separate experiences to describe that support your thesis statement. Please see example outline below:

Example Thesis Statement: Volunteering at the San Diego Zoo was a great experience. I learned about animal habitats, what the Zoo does to help endangered species, and how challenging customer service can be.

Paragraph I: Student described activities working within the animal habitats and what specific things they learned. Student described what they enjoyed most about these activities and what they enjoyed least.

Paragraph II: Student described the activities to help educate guests about endangered species and what specific things they learned. Student described what they enjoyed most about these activities and what they enjoyed least.

Paragraph III: Student described the activities working with guests providing customer service and what specific things they learned. Student described what they enjoyed most about these activities and what they enjoyed least.

The last paragraph you will re-summarize your thesis statement and explain why or why not you would recommend this community service location to other high schoolers.



### Community Service Project Log & Confirmation

Date	Duties performed	Hours
		Total Hours: _____

I hereby acknowledge that the work as described above has been satisfactorily and fully completed and that no monetary remuneration was paid to \_\_\_\_\_.  
Name of student

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date<sup>1</sup>

<sup>1</sup> Updated 7/2/2018