**Novato High School**

**625 ARTHUR STREET**

 **NOVATO, CALIFORNIA 94947**

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TEL: (415) 898-2125 FAX: (415) 897-4242

Mark Brewer, Principal Kris Cosca, Superintendent

Michelle Cortez, Assistant Principal Novato Unified School District

Greg Fister, Assistant Principal

Jim Larson, Assistant Principal

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| ***Community Service Learning Verification or Credit Approval Form*****PRINT CLEARLY** |
| ***Name:­­­* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Graduation Year:*\_\_\_\_\_\_\_ *Student #:* 10000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Dates | Hours | **Name of Organization and a BRIEF Description of Volunteer Experience** | **Name of Organization****with Supervisor signature****and phone number**  |
|   |  |  |  |
| **TOTAL HOURS:** |  |  |  |
| INSTRUCTIONS FOR RECORDING COMMUNITY SERVICE:1. Refer to guidelines for service projects attached to this form or on the website CCRC forms and applications.
2. **Non-profit organizations only!!!**
3. Complete service and have form filled out and **signed by supervisor and parent.**
4. Complete mission statement for each project. This form may be used for more than one project, as long as all service is discussed in the mission statement on the backside of this form.
5. **Record your total community service hours on this form.**
6. Turn in Form to the College and Career Resource Center to be verified in the CCRC/Library
7. Keep a copy of the form on file for verification purposes
8. DEADLINE: Hours completed in summer are **due end of September; fall semester hours are due the last school day in December; hours completed after December are due June 1 for 9, 10, and 11th graders. Seniors’ community service hours are due by March 1st!**
 |
| **\*\* SENIORS must complete and turn in all community service hours by MARCH 1\*\*** |

**To be completed by parent AFTER completion of the community service activity:**

**Parent Validation**: I, the parent of the above-named student certify that my son/daughter performed the described community service at the times listed below.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Novato Community Service Reflection***

Explain the purpose (mission statement) of the organization you served:

How did (or will) your work benefit the community?

Reflect on how you felt about your service and yourself:

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students must turn in a copy of this form to Ms. Peach in the College and Career Center and they should keep a copy for themselves.