



Oakwood Adventist Academy

COMMUNITY SERVICE VERIFICATION FORM

20 ____ - 20 ____

Students attending Oakwood Adventist Academy are required to complete a minimum 25 hours of Community Service each year for a total of 100 hours at an approved site by April 30 of their senior year. ***It is the student's responsibility to maintain the verification of Community Service hours and submit a record of the hours earned to the Registrar's Office at the end of each quarter.*** All service hours earned will be recorded on the student's transcript.

Community Service guidelines are listed on the reverse side of this form. **Read** the guidelines carefully, for **you will be held responsible for being in compliance.**

Student Name: _____

Grade: _____

Date	Description of Service	Hours	Agency	Supervisor's Signature
Total Hours				

I certify that the above information is accurate.

Student Signature: _____

Date: _____

(See reverse for details and instructions)

OAA COMMUNITY SERVICE GUIDELINES

General Guidelines - Grades 9-12

1. A minimum of 25 hours per school year is required for a total of 100 by graduation (approved by the school board).
2. Service may be volunteered to the school and or the community.
3. Community Service hours accepted by our conference schools is transferable from school to school.
4. **When performing Community Service for schools:**
 - a. Students must perform volunteer service during non-school hours. (Exception: volunteer service may be performed during a school-wide Community Service Day.
 - b. Volunteer service must meet an identified school or community need.
 - c. Students may not receive a monetary or remunerative award for services. (i.e., Co-curricular activities that are a course requirement; participation in performances, festivals or competitions in which there is a charge for admission.)
 - d. Fundraising may count as community service if the funds raised are for the benefit of the school and or community.
5. **When performing Community Service for the community:**
 - a. Volunteer service must be for a non-profit organization and the participant cannot be paid.
 - b. Volunteer service must meet an identified community need.
 - c. Fundraising may count as Community Service if the funds raised are for the benefit of a school and or the community.

*If an activity is in question for volunteer service, the Principal or the Registrar should approve the service **PRIOR** to the student's participation.*

Suggested places for Community Service

Non-profit Organizations . . .

- Environmental Agencies
- Food Bank
- Hospitals
- Non-profit Day Care Centers
- Nursing Homes / Senior Citizen Residence
- Political Campaigns
- Public and Private Schools
- Service Clubs and Charities
- Shelters
- Soup Kitchens
- United Way
- Voter Registration

Unacceptable Community Service

- Family related activities
- Jails, prisons and other detention facilities
- Activities that violate child labor laws
- Service for a profit-making organization
- Service rendered as a prerequisite for employment
- Attendance at self-improvement workshops and conferences
- Service for which payment is rendered
- Service performed as a result of disciplinary action taken by the school or courts