



Community Service Checklist

Community Service Hours are DUE ON: _____

Student Name: _____

I.D. #: _____

1) Essay*

*If the student has previous hours, then the essay does not have to be included in the packet.

2) Front Page:

_____ Student Name

_____ I.D. #

_____ Expected Graduation Date

_____ Parent Name

_____ Parent Contact Telephone Number

_____ Parent Signature

_____ Student Signature

3) Verification of Hours:

_____ On-Campus (Log)

_____ Off-Campus (Letter w/official heading from establishment) **

_____ Number of Hours

_____ Signed

_____ Contact Information of Person verifying the hours and writing the letter

ALL SIGNATURES MUST BE IN BLUE INK ONLY**

Due To:

9th-grade — World History (Mr. Terraferma)

10th-grade — English II (Ms. Zielke)

11th-grade —U.S. History (Mr. Siervo)

12th-grade —Government & Economics (Mr. Siervo)



Law Enforcement Officers' Memorial High School

Community Service Hours Essay Guidelines

(ONLY NEEDS TO BE COMPLETED THE FIRST TIME YOU ARE SUBMITTING HOURS)

- 5 Paragraphs:
 - I. Introduction
 - II. Description of the Project and the main activities in which you were involved in
 - III. Steps you took to plan, implement, and complete the “project”
 - IV. Impact you believe your project had on the community or people who received your service
 - V. Conclusion

- Typed: 12 point pica/font
Times New Roman
Double-Spaced

- Refrain from: contractions (can't, won't)
clipped words (fax = facsimile / t.v. = television)

- Acronyms: The first time you use the acronym, you must first write the name out in its entirety first!
For example: FBI
You must first write: Federal Bureau of Investigation (FBI)

- For this essay, you **may** use 1st person (I/We)



Student's Name _____ I.D. # _____

Expected Year of Graduation: _____

COMMUNITY SERVICE IS A GRADUATION REQUIREMENT. Students are mandated to earn at least 200 hours to meet graduation requirement, Florida Bright Future and several academic awards that are based on Service to the Community.

These hours must be completed at a non-profit institution or organization such as public school, church, hospital, local government agency or other location as approved by the Community Service Coordinator. Day Care Centers are NOT permitted.

It is recommended that students complete their project in an area related to their career interest.

ALWAYS KEEP A COPY IN YOUR PORTFOLIO FOR YOUR OWN RECORDS! It is your responsibility to submit your community service hours.

First collection due on January 9 (EVEN) and January 10 (ODD). Second collection due on April 2 (ODD) and April 3 (EVEN)
Submit to: 9th grade-World History (Mr. Terraferma), 10th grade- English II (Ms. Zielke), 11th grade-US History (Mr. Siervo), 12th grade- Government/Economics (Mr. Siervo)

Hours completed at LEOMHS:

- Require the activity log be completed in full by your supervising TEACHER. (See reverse side)

Hours completed at a NON-PROFIT Organization (Outside of LEOMHS):

- Require an ORIGINAL letter on letterhead, with the total number of hours completed, and an original signature from your supervisor with phone contact number for verification. Signature **MUST BE IN BLUE INK.**

The following are the guidelines for submitting Community Service package:

1. Project or hours must be approved by the counselor or administration in advance
2. When the project is finished, complete the front and back of the LEOMHS Community Service Project Report. (This can be found on line at schoolofjustice.dadeschools.net, in the Student Service Office or in the Main Office.
3. Please remember to submit the essay which summarizes your project. Use grammatically correct sentences.

This essay should include:

1. A description of the project and the main activities in which you were involved in
2. Outline the steps you took to plan, implement and complete the project
3. Describe the impact you believe your project had on the community or the people who received your service

For sources where you may be able to complete community service, please go to www.hiregood.org

There may be deadlines for certain awards and if you wait, your hours may not be processed on time.

I have reviewed my son/daughter's Community Service Project Proposal and Activity Log Form and understand that a Community Service Project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

Parent/Guardian's Name (Print) _____

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Contact Phone Number(s) _____

Student's Signature _____ Date _____

TOTAL HOURS SUBMITTED AND APPROVED: _____

**For hours Completed at Law Enforcement Officers' Memorial High School
USE THIS FORM**

By completing and signing this form it is understood that the faculty member is confirming that the student has fulfilled the community service hours identified. These hours are a graduation requirement of Miami-Dade County Public Schools and Law Enforcement Officers' Memorial High School.

Student's Name (Print) _____ ID #:

Student's Signature: _____

[illegible]

Total Hours Completed for this Activity Log Form _____