
MHS Community Service Council

Request to Record Volunteer Hours

2018-2019 Service Year

In order to receive credit for community service hours, students must complete this form and submit it to the appropriate grade-level advisor by the specified deadline(s). Students should submit hours immediately following their service activity. The 2018-2019 service year at Moorestown High School will be from May 1, 2018 through April 30, 2019.

Students must submit their *Request to Record Volunteer Hours* forms to the “COMPLETED” community service form bin outside of the classroom/office of their grade-level advisor:

Freshmen: Ms. Bell – Guidance

Sophomores: Mr. Hurley – C104

Juniors: Ms. Everette – A225

Seniors: Dr. Tortu – A263

For service completed from . . .

All forms must be turned in by . . .

May 1, 2018 – September 30, 2018

October 5, 2018

October 1, 2018 – January 31, 2019

February 8, 2019

February 1, 2019 – April 30, 2019

May 3, 2019

The MHS Community Service Council advisors tabulate the total hours for each student for transcript recognition and the annual recognition reception. Transcript recognition begins at 40 hours per service year and is increased in units as follows: 40+ hours, 60+ hours, 80+ hours, 100+ hours, 200+ hours, 300+ hours, and 400+ hours.

*Please refer to the *Program of Studies 2018-2019* or the MHS student handbook for additional information.*



Student: _____

Date(s) Performed: _____

HR Teacher: _____

Graduation Year: _____

Sponsor/Supervisor: _____

Name of Organization: _____

Brief description of service activity (required): _____

Total number of hours served *: _____

***If this number is greater than 25**, student **MUST** provide detailed documentation of dates and times during which the service was performed. Attach additional sheets as necessary.

***Forms submitted without adequate documentation will be returned to the student unrecorded.**

*Travel to-and-from your service activity **does not** count towards service hours.

I certify that the student served the number of hours shown above.

Signature of Sponsor/Supervisor

Email Address or Telephone Number of Sponsor/Supervisor