St. Albans High School

2100 Kanawha Terrace

St. Albans, West Virginia 25177 Telephone: 304-722-0212 Fax: 304-722-0211

Community Service Verification Form

- Completed forms should be returned to the Community Service Coordinator prior to the due date each year.
- Submitted forms will not be returned. It is recommended that you keep a copy of the form for your records.
- Completed forms for 9th-11th graders are due on the last day of school of the year in which the service was completed.
- Completed forms for 12th graders are due on March 25th in order to be verified prior to graduation.
- Completed forms for the current year will not be accepted after the deadline. (9th grade forms are due at the
 end of 9th grade. Separate forms should be submitted each year for activities that span multiple years.)
- Special awards and recognition are given to 12th graders who have documented 60+, 150+, and 500+ hours
 of service.

Part 1 - To Be Completed by Student

Name:	Graduation Year:		
Date(s)* of the Project:	THE CY ON		
*Projects spanning multiple days require a	service log to be completed on the back of this page.		
V.			
Whom did you help?			
What did you do?	3		
	ompleted by Project Supervisor essed the student complete the service and is not their relative.		
Name of Project Supervisor:			
	Machinette		
Title or Role:	To the state of th		
Contact Number:	Total Hours Spent on Project:		
Project Supervisor Signature:			

Student	Name:			

Service Log

- Service logs must be completed for service activities that span more than one day.
- Activities completed under a single organization can be documented on the same log.
- Activities completed for different organizations require separate documentation.
- If additional space is required, please attach a separate sheet of paper.

Date	Description of Activity	Number of Hours		
	Total Number of Hour			
Total Number of Hours:				