

KINGSWOOD REGIONAL HIGH SCHOOL SCHOLARS PROGRAM
COMMUNITY SERVICE DOCUMENTATION FORM
(All scholar must submit one cover sheet)

Student Name: _____ YOG: _____ Today's Date _____

Scholar Status: _____

Name of organization 1. _____ # of HRS _____

2. _____ # of HRS _____

3. _____ # of HRS _____

Total # of HRS _____

**YOU MUST SECURE THE DOCUMENTATION AS DESCRIBED BELOW UPON COMPLETION OF YOUR HOURS.
Ask for the documentation as soon as you are finished with your community service...Do not wait until the
deadline to request your documentation!!!**

*******Required Documentation: Upon Completion Of
Community Service Hours**

All hours **MUST** be presented on letterhead from the organization that sponsored the activity.

The letter must contain the following information:

- Your full name and the year you graduate
- Dates of volunteer service (date range is fine)
- Total number of hours volunteered
- What you did when you volunteered
- The signature of the community service supervisor
- Attach **your documentation letter** to this form and return to Guidance no later than **January 13, 2020**

DO NOT SUBMIT:

- Hand written logs
- Hand written letters
- Late documentation...no extensions will be given