

**HARVARD-WESTLAKE MIDDLE SCHOOL
COMMUNITY SERVICE OUTREACH FORM**

The following is to be completed by the student:

Student's name: _____ Grade: _____ Date _____

Agency name: _____

Agency address: _____

Supervisor's name: _____ Phone: _____
(Please print)

For those students who have not completed their required Community Service outreach hours during the school year, the hours done during the summer break may be credited towards the previous and/or current school year(s). Below, please indicate to which school year you wish to attribute your outreach hours:

____ Hours for previous school year Service Dates: _____
____ Hours for current school year Service Dates: _____

Notes:

- Service for the previous school year **MUST** be completed and turned in BEFORE you register for the new school year in August.
- Summer outreach hours **Must** be turned in by the End of September.
- Please complete the back of this form, which asks you to reflect upon your experience.

The following is to be completed by the agency supervisor:

_____ has completed _____ outreach hours.
(Student's name)

Dates volunteered: _____

Please list duties of this volunteer: _____

Comments: _____

Supervisor's Signature: _____ Date: _____
Position: _____

In order to receive community service credit, you **MUST** turn this form in to the Middle School Community Service Office (AC - 218). Please attach any verification form you might have been given by your site supervisor if this form is not signed. Please use reverse side for your reflection on the experience(s) you had at this site.