



Date: 2018-2019 School Year
To: 9-12 Grade Students
From: LCA Administration
Re: Community Service Requirements

Each high school student is required to complete 15 hours of community service per school year. All community service hours worked will be logged on the student's high school transcript, even those that exceed the 15 hours of required service. A high number of community service hours are favorable on a college transcript, but *the intention of this requirement is to develop a heart for service in the students. Service hours completed in the summer will count for the following school year.*

The breakdown of the required community service hours is as follows:

- **Five hours arranged or planned by the school.** The H3 service projects are a requirement for each student and will count for the required five hours. Additional hours can be performed by doing service on the school campus (must be after 3:00 pm if school day) for various school events.
- **Ten hours arranged or planned by the student,** five hours must be served in the student's home/local church and another five hours must be served in the community outside their home church. Community hours may be completed while serving on mission trips, volunteering at CA fund-raising events (must be after 3:00 pm if school day), or serving in the community.

Documentation must be completed for each service project and is included in this packet. Please note the Approved Agency/Event List is also included.

- For agencies and events that are not on the preapproved list, the Service Learning Proposal must be filled out **ahead of time** and approved by the headmaster or service-learning coordinator.
- For agencies and events that are on the preapproved list, the Student Service Evaluation Form must be filled out by the student to receive service hours. This is required for both school planned and student planned activities.

The Student Service Evaluation Form must be filled out completely and turned in for all service projects. You may obtain additional service forms from the guidance office or from the front office. All forms are also available on RenWeb for you to download and print.

Please turn in completed forms to the front office or guidance office **as soon as the service is completed.** Service hours for the year must be completed and turned in no later than **Wednesday, May 1, 2019.** Summer service hours will count for the following school year. Service hours will be recorded on the student's high school transcript and are required for graduation.

You may email questions to: guidance@camtn.com.

Student Service Evaluation Form

Student _____ Grade _____

To be filled out by the student:

Agency or sponsoring organization: _____

City: _____ State: _____

Name of service activity, project, or program: _____

Brief description of duties performed: _____

Supervisor: _____ Phone number: _____

Days and hours for this activity: **(Please fill out completely.)**

<u>Day and Date</u>	<u>Clock Hours</u>	<u>No. of Hours</u>
_____	- _____	_____
_____	- _____	_____
_____	- _____	_____
_____	- _____	_____
_____	- _____	_____
Total Hours:		_____

If more space is needed, please use the back of this page.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date received: _____ Initials: _____

Date logged in RenWeb: _____ Initials: _____



Community Service Approved Agency/Event List (2018-2019)

Alps

Anglers for Christ

Appalachian Outreach

Boys and Girls Club

Camp Counselors/Workers

CEASE

Children's Church

Daily Bread

Elisha's Food Pantry

Fantasy of Trees – Children's Hospital

First Love on Main

Food on Foot

Friends of Hospice

Hearts of Christ

Life Outreach

Luke 14

MATS

Mission Trips

Nursery (Church)

Operation Christmas Child

Pregnancy Crisis Center

Riding High

Samaritan's House

Swannsylvania Baptist Church (Christmas Boxes)

Vacation Bible School

LAKEWAY

CHRISTIAN ACADEMY

Service Learning Proposal

Student _____	Grade _____
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Sponsoring Organization/Agency:

City: _____

State: _____

Proposed service project/activity (describe): _____

FOR OFFICE USE ONLY

Approved

Not Approved

Administration Signature: _____

Date: _____

Explanation: _____
