

## SJE Community Service

Students are required to complete **three hours** of community experience each academic year. The project may be completed through participation in school activities or other acceptable community activities. Community service projects must be **pre-approved** by the student's **school counselor** and **parent**, and **signed by an adult who has supervised the project**.

### Requirements:

#### Service Parameters

1. Service hours are completed outside of regular school day.
2. Work is voluntary and not tied to any class credit or pay.

#### Reflection Paper

3. Reflection paper (three paragraphs) completed which answers:
  - What lessons or skills did you learn from this experience?
  - How has the experience influenced you?
  - What did you like about this experience? What did you dislike?
  - How did your work affect those you were servicing?

#### Forms

4. Complete the following form:
  - Community Service Time Log Form

*Note: Students may complete the project at any time during high school, but the documentation must be submitted no later than the end of May of the senior year. If a student wants to complete this project prior to senior year, s/he will work with the School Counselor for prior approval.*

Some students may also wish to document additional (more than the required 3 hours) community service hours completed throughout their high school experience.

**Community Service**  
*Time Log Form*

The community service supervisor may be a person who provides a service to the community, a business supervisor, or a person in charge of a service program. He/she must be at least 21 years of age and cannot be a relative. The community service supervisor will provide the following to the student:

- Verification that the student has contributed a minimum of three (3) unpaid hours working with the supervisor
- Completed form below that verifies the quality of time and work experience spent on the community service project

Date	Time	Description of Activity	Signature of Supervisor

Supervisor's Name (printed) \_\_\_\_\_

Company/position: \_\_\_\_\_

**The following reflective questions will be answered by the student - typed document and turned in to be placed in the student's file:**

- What lessons or skills did you learn from this experience?
- How has the experience influenced you?
- What did you like about this experience? What did you dislike?
- How did your work affect those you were servicing?