

COMMUNITY SERVICE/INTERNSHIP HOURS LOG & GUIDELINES

At Charter Arts, we believe community service expands a student's worldview, strengthens altruism, develops empathy and leadership skills and helps students realize their actions can have a positive impact. Charter Arts defines community service as unpaid work performed by a person for the benefit and betterment of their community without any form of compensation. Compensation is defined as monetary payment, reduced tuition or fees, or exchange for goods or services. **In most cases, volunteer work at a NON-PROFIT organization will count towards community service, while volunteer work at a FOR PROFIT organization will not count towards community service.**

- Community service hours can only be earned outside of school hours.
- Parent/Guardian(s) are not authorized supervisors for their own child's community service/internship hours. Moreover, a parent/guardian's validation of their own child's hours is viewed as a conflict of interest.
- Private babysitting, family caretaking, house cleaning or chores are not an approved activity.
- Performances/assignments related to required coursework or departmental expectations cannot be used as community service/internship hours.
- If a student performs in a Charter Arts or public production/concert (e.g., actor, dancer, musician, stage managers, crew), rehearsal and practice time put into the production or performance cannot be used. **Only the hours of the actual performance can be logged to meet your required volunteer hours.**
- Participation in a home district extracurricular activity (e.g., marching band, athletics, dramatic, musical theater productions) cannot be used.

If you have any questions whether an opportunity or experience can be used for community service, please inquire with Ms. Olivia Price, at oprice@charterarts.org, prior to participating in the opportunity.

Students are required to submit hours as they are completed. Students are strongly encouraged to submit community service hours within the same school year. The final deadline to submit community service hours for graduation credit is the end of May 1 of your 12th-grade year. Minimum hourly requirements are as follows:

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| <ul style="list-style-type: none"> • 4 years of Charter Arts attendance (60 hours) • 3 years of Charter Arts attendance (45 hours) | <ul style="list-style-type: none"> • 2 years of Charter Arts attendance (30 hours) • 1 year of Charter Arts attendance (15 hours) |
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Student Name:	Current Grade:	School Year:
Name of Organization/Company:		
Name of Supervisor:		
Supervisor Contact Email & Phone Number:		

Date	Hours Earned	Service Description	Initials of Supervisor

Number of Hours Completed: _____