

Dear Student:

If you are interested in earning a community service honor cord for commencement, please follow the guidelines written below. If you have any questions, please contact Mrs. Eason in the Counseling Office.

- You must complete 40 hours of Community Service during your high school career. Your high school career begins immediately after middle school and up until April 30<sup>th</sup> of your senior year.
- Make sure your hours are legitimate Community Service activities. Farmington High School only recognizes work for a non-profit organization, service to an individual or work performed for a profit-based organization when the student is *not paid*, as true community service. Extracurricular activities (for example, setting up for Homecoming, going to a S.A.D.D. meeting) are not community service. Do not count any activity that takes place during school hours. This program does not encourage students to miss school in order to complete these hours. If a student attends an overnight activity (church mission trip, Habitat for Humanity), then a maximum of 8 hours per day will be granted for community service.
- Make sure all your Community Service contacts fill out an evaluation. Your hours do not count until Mrs. Eason receives the evaluation. Evaluations can be sent by mail, fax, email or dropped off at the Guidance Office. Make you sure your evaluator has contact information (phone number or email address). **Spot checks will be done on evaluations to ensure the validity of hours of service.** If the student is evaluated poorly by the supervising adult, the service hours will not be counted. If you are a member of an FHS-based organization, (CARE, Leadership Class, S.A.D.D., etc.), do not have your sponsor fill out your forms unless your sponsor was present during the service activity. If your club sponsor was not present, have the supervising adult sign your evaluation. Parents may sign for their son/daughter, provided that they were the supervising adult of the activity. It is also recommended that the student makes a personal copy of their forms before they turn them in for community service.
- Your community service paperwork is due by April 30<sup>th</sup> of your senior year.

Sincerely,

Mrs. Eason, Counselor  
Community Service Coordinator  
Farmington High School, Counseling Office  
Phone: (248) 489-3447 Voice Mail: (248) 426-2626  
Fax: (248) 324-5521 Email: [deborah.eason@farmington.k12.mi.us](mailto:deborah.eason@farmington.k12.mi.us)

## Community Service Report Form/Evaluation

The Farmington Public Schools encourages students to volunteer for community service. In order to earn the Farmington High School Community Service Honor Cord, students must have completed and documented 40 hours of community service. The purpose of this program is to encourage community involvement between students and citizens of Farmington, Michigan and their global community. On behalf of the Farmington Public Schools, please know that your support of this program is greatly appreciated. Please return this evaluation by mail or fax to:

SCHOOL	CONTACT	ADDRESS	PHONE	FAX
Farmington High School	Debbie Eason	32000 Shiawassee Farmington, MI 48336	248-489-3447	248-324-5521
Harrison High School	Teresa Traverso	29995 W. Twelve Mile Rd. Farmington Hills, MI 48334	248-426-4657	248-489-3514
North Farmington High School	Kathleen Maisner	32900 W. Thirteen Mile Farmington Hills, MI 48334	248-785-2005	248- 865-7653

**Name of Student:** \_\_\_\_\_ **Graduation Year:** \_\_\_\_\_

**Date(s) of Service:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
**Street**
**City**
**State**
**Zip Code**

**Description of the Community Service Activity:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of Hours:** \_\_\_\_\_ **Student's High School:** \_\_\_\_\_

**Evaluation:** Please circle the appropriate number and only those that are applicable. A "5" indicates outstanding and a "1" indicates unsatisfactory.

<b>Dependability:</b>	1	2	3	4	5
<b>Courtesy:</b>	1	2	3	4	5
<b>Initiative:</b>	1	2	3	4	5
<b>Interpersonal Skills:</b>	1	2	3	4	5

Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_