Community Service Report Form/Evaluation

Farmington Public Schools encourages community involvement between students, citizens of Farmington, Michigan, and their global community. To recognize students’ community service efforts, we offer the Farmington Public Schools Service Honor Cord for graduation. To earn the cord, students must have completed and documented at least 40 hours of community service during their High School career. All hours must be submitted by April 30th of the student’s Senior year. On behalf of the Farmington Public Schools, please know that your support of this program is greatly appreciated. Please return this evaluation to:

<table>
<thead>
<tr>
<th>School</th>
<th>Contact</th>
<th>Address</th>
<th>Email</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farmington High School</td>
<td>Debbie Eason</td>
<td>32000 Shiawassee</td>
<td><a href="mailto:Deborah.eason@farmington.k12.mi.us">Deborah.eason@farmington.k12.mi.us</a></td>
<td>248-324-5521</td>
</tr>
<tr>
<td>Harrison High School</td>
<td>Elisa Maher</td>
<td>29995 W. Twelve Mile Rd.</td>
<td><a href="mailto:Elisa.maher@farmington.k12.mi.us">Elisa.maher@farmington.k12.mi.us</a></td>
<td>248-489-3517</td>
</tr>
<tr>
<td>North Farmington High</td>
<td>Kim Dwyer</td>
<td>32900 W. 13 Mile Rd.</td>
<td><a href="mailto:Kimberly.dwyer@farmington.k12.mi.us">Kimberly.dwyer@farmington.k12.mi.us</a></td>
<td>248-855-2060</td>
</tr>
<tr>
<td>Farmington Central High</td>
<td>Renee Champagne</td>
<td>30415 Shiawassee</td>
<td><a href="mailto:Renee.champagne@farmington.k12.mi.us">Renee.champagne@farmington.k12.mi.us</a></td>
<td>248-489-3333</td>
</tr>
</tbody>
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Name of Student: ____________________________  Graduation Year: __________

Organization Name: ______________________________  Date(s) of Service: ______________

Organization Address: ____________________________________________________________

Name of Supervisor: ____________________________________________________________

Supervisor Phone: ______________________________  Supervisor Email: ______________________________

Description of 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.

Dependability: 1  2  3  4  5

Courtesy: 1  2  3  4  5

Initiative: 1  2  3  4  5

Interpersonal Skills: 1  2  3  4  5

Supervisor Signature: ______________________________  Student Signature: ______________________________
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 the Community Service Coordinator in your school.

- You must complete 40 hours of community service during your high school career. For our purposes, your high school career begins immediately after middle school and up until April 30th of your senior year.

- Make sure hour hours are legitimate community service activities! Farmington Public Schools 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. This program does not encourage students to miss school in order to complete these hours. If a student attends and overnight activity (church mission trip, Habitat for Humanity, etc.), then a maximum of 8 hours per day will be granted as service time.

- Extra curricular activities are NOT community service. Assisting with extra curricular activities or sports programs will count ONLY IF the student is not a member of the organization or team AND the work is done outside of the regular school day. Remember: This is spending your time to help others, not for any kind of personal gain.

- Any community service required as a disciplinary action will not count toward this cord.

- Make sure all of your community service contacts fill out an evaluation. Your hours do not count until your building coordinator receives the completed evaluation. Evaluations can be sent by mail, fax, email or dropped off at the school.

- Make sure your evaluator has the contact information filled out. 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 hours will not be counted.

- If you are the member of a school organization that regularly performs community service, 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 child only if they were the supervising adult of the activity.

ALL COMMUNITY SERVICE PAPERWORK IS DUE BY APRIL 30TH OF YOUR SENIOR YEAR.

Thank you!

Mrs. Eason, Counselor  
Farmington High School

Ms. Maher, Counselor  
Harrison High School

Mrs. Champagne, Counselor  
Central High School

Mrs. Dwyer, Teacher  
North Farmington High