

# Calistoga High School

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## Guidelines Block Award for Community Service

You may receive a maximum of one Service Block award for community service if you meet the following criteria:

1. Complete at least 100 hours of documented community service during your high school. Summer before your freshman year does count.
2. The community service must be served at an approved agency or organization. Examples of these include Tutoring (outside class hours), Boys'/ Girls' Clubs, Parks and Recreation, Senior Centers, etc.
  - You can tutor, mentor, labor, coach, or otherwise volunteer time for those types of agencies;
  - School club **meetings**, scouts and personal church/religious activities do not qualify. However, if you volunteer for scouts, a school club, or any other organization, those hours do count.
  - Your supervisors cannot be your parents or close relatives.
3. You are advised to submit your activities for pre-approval to the College and Career Center Specialist.
4. Complete the time sheet on the reverse side of this page and have your supervisor sign it. When you have completed your work with the agency, have your supervisor write a letter describing your activities on the agency's letterhead. Be sure your supervisor's name, address and phone number are clear so that contact can be made to verify your work.
5. You may turn in your hours at any time during the school year. However, if you wish to be awarded a Block letter before you graduate, those hours must be turned in to the College and Career Specialist no later than April 15 of your senior year.

