

**Community Service Documentation Form
De Pere High School**

Student Information:

Last Name

First Name

Grade

School Year

Description of Service Activity:

Date(s) of Service Activity: _____ **Total hours:** _____

What did you gain/learn from this experience?

Name of Organization: _____

Supervisor's Name: _____ **Contact Phone:** _____

Supervisor's Signature: _____ **Date:** _____

Important Information Regarding Community Service Documentation

- Service hours should be performed without a material or monetary reward.
- Service hours performed for a family member should not be documented.
- Court ordered service hours should not be recorded
- Entertainment or performance activities that are part of a class or a co-curricular requirement should not be recorded on DPHS forms.

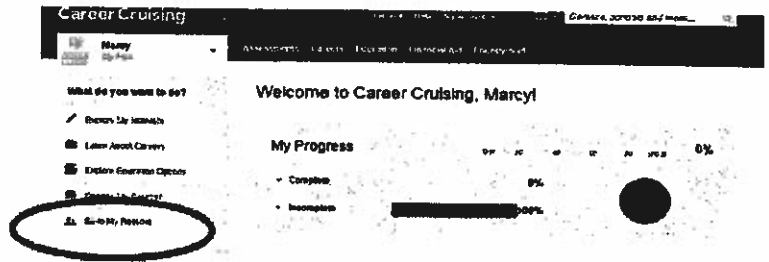
*** Completed forms should be uploaded to Career Cruising (see backside for directions)**

*** Save paper copy of form as a backup**

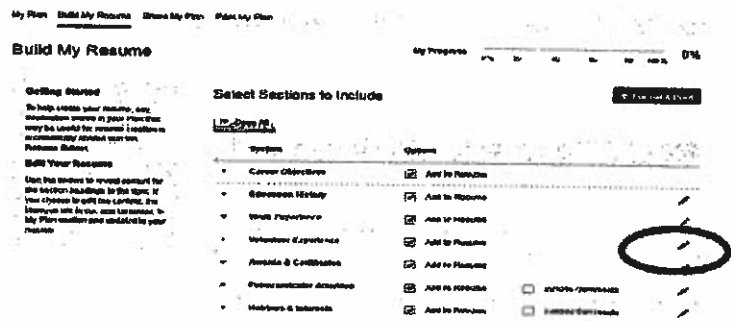
Directions for Tracking Volunteer Hours using Career Cruising

1) Log on to **Career Cruising** through the high school website. You should not have to enter a username or password - the account should be linked to your google account. You can find the career cruising tab listed under "Students" on the high school main page. If you cannot access your account, stop in the counseling office for your username/password.

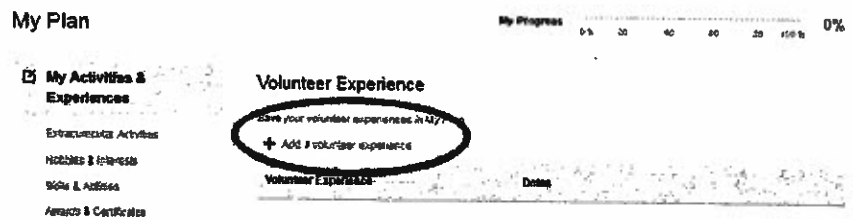
2) Click on **Build My Resume**.



3) Click on the **edit pencil** to the right of the Volunteer Experience tab.



4) Click on "Add a Volunteer Experience".



5) Fill in the information fields. To upload your volunteer sheet, click on the "attach file" tab at the bottom of the screen.*



6) Click on "save" before logging out.

*To upload volunteer form:

Option 1: Take a picture of the form and email it to yourself. You will need to use your personal email since our system does not accept emails outside of DPHS.

Option 2: Use the scanner in the library to scan yourself a copy of the form.