



# CROSSROADS CHARTER ACADEMY

215 West Spruce Street  
Big Rapids, MI 49307  
Phone: (231) 796-9041

## 2019 – 2020 Community Service Hours Record

Student Name: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Date of Service			Number of Service Hours	Company/Organization/Individual(s) for whom service was provided
Month	Day(s)	Year		
<b>Please provide a detailed description of the service provided</b>				

<b>Signature from Supervisor of Project</b>	<b>Date</b>	(    ) _____ <b>Phone #</b>
<b>Parent Signature</b>	<b>Date</b>	(    ) _____ <b>Phone #</b>
<b>Student Signature</b>	<b>Date</b>	(    ) _____ <b>Phone #</b>

Acceptable community service hours will include any projects that benefit the community. Projects that directly benefit the family, student, or for-profit businesses will NOT be considered community service hours.

If you have any questions regarding acceptable community service projects, please see Mr. Meads or Mrs. Schonert before completing the community service hours.

Please return the completed form to Mrs. Schonert **within 90 days of the date of service**. Summer hours should be turned in within 30 days of the start of the school year.

All portions of this form must be completed in order for the service hours to be accepted.

**Please see the back of this form for more information.**

## Community Service

Community Service is a required component of the educational experience at Crossroads Charter Academy. Students may begin earning Community Service hours the summer after successfully completing 8<sup>th</sup> Grade. Hours may accrue throughout the summer and school year, but must be turned in within 90 days of the date of service in order to count towards the required hours (summer hours must be turned in within 30 days of the start of the school year).

Students must complete a total of 50 quality community services hours before graduation. Hours not completed in a given year will need to be made up in following years. **Students cannot work ahead and accrue hours toward a future year** (Example: A student turns in fifteen hours in 9<sup>th</sup> grade; only ten of those hours will count towards the graduation requirement of 50). Community service hours must be earned as follows:

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Total
10 hours	10 hours	15 hours	15 hours	50 hours

For students transferring to CCA in high school, the amount of hours expected to be turned in will be adjusted accordingly based on their transfer date to CCA. As an example, a student transferring in at the beginning of 10<sup>th</sup> grade will be forgiven the ten hours required in 9<sup>th</sup> grade, and will therefore only need to have 40 hours turned in by graduation.

When there are extenuating circumstances that impact the student's ability to reasonably satisfy the community service requirement, the Principal may waive or adjust the requirement on a case-by-case basis.

Community Service can be defined as a voluntary (non-paid) action that benefits the community (food drives, nursery service at a local church, Salvation Army bell ringer, etc.) while not directly benefiting the individual or their family (mowing grandpa's lawn, babysitting a sibling, etc.). **Service provided to a for-profit business will not be accepted as community service hours.** It is the responsibility of the parent/guardian to determine if an organization or service opportunity is appropriate and safe for their child. Please contact the school in advance of the service event if there is any uncertainty about whether the service hours meet the requirements. The Principal and/or School Counselor will make the final determination of qualifying hours and have the right to decline service hours as unacceptable.

Community Service hours will only count towards the required hours if they occur outside of the normal school hours of 7:45 am – 3:00 pm, with no exceptions. Community service cannot be tied to any class for which the student is earning credit, and participating in a club and its activities do not count toward community service.