

2025-2026 MLCA Middle/High School



Service Hours Reporting Form

Student Name: _____ **Grade:** _____ **Service Category:** ☐ 1. Church/Faith Based
Organization Name: _____ **Address:** _____ **Website:** _____ ☐ Check One ☐ 2. Non-profit ☐ 3. Community

To be filled out by STUDENT: Student Hours Log – One Form Per Organization & One Line Per Project

Date	Contribution (specifically what tasks did you perform) and Impact (what difference did you make)	Total Hours	Supervisor Initials
Grand Total of Hours:			

To be filled out by organization/project SUPERVISOR: Student Evaluation - ☒ Check One per Category

	Excellent	Good	Average	Needs Improvement	Not Applicable
Attendance & Punctuality	☐	☐	☐	☐	☐
Appearance & Grooming	☐	☐	☐	☐	☐
Attitude & Cooperation	☐	☐	☐	☐	☐
Initiative & Self Direction	☐	☐	☐	☐	☐
Quality of Work	☐	☐	☐	☐	☐
Additional Comments:					

Supervisor's Name: _____ **Supervisors Phone:** _____ **Supervisor's Signature:** _____
Student's Signature: _____ **Parent Signature:** _____

For Office Use Only	Verified by: _____	Approved: ☐ Yes ☐ No	Recorded: (date) _____
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MLCA Service Hour Requirements

As part of Moses Lake Christian Academy policy, **all secondary students must complete community service hours each year.** Middle school students are required to complete ten (10) total service hours while high school students are required to complete twenty (20) total service hours for the 2025-2026 school year. As the bible calls us to a ministry of love in serving others, we seek to be leaders in service by serving our neighbors. We serve by actively getting involved in meeting the needs of those around us, in our church, and in our neighborhood.

In alignment with this call to action and the MLCA core value of servant leadership, middle school students will be required to complete a minimum of five (5) service hours per semester for a total of ten (10) and high school students will be required to complete a minimum of ten (10) service hours per semester for a total of twenty (20). **Service areas/activities must be approved before completion.**

Definition of Service Hours: The giving of one's time, treasure, and/or talents outside of school for the purpose of benefiting the community (local or global) or those in need, without compensation (monetary or otherwise). Family responsibilities, although important, do not meet these requirements.

Examples of Acceptable Service Hours:

- Church/Faith Based – Helping widows, orphans, and shut-ins, serving at church, working with Youth Dynamics, outreach projects, etc.
- Non-profit – Animal shelter, Habitat for Humanity, Meals on Wheels, Boys and Girls Club, etc.
- Community – Adopt-A-Highway, Community Clean-Up, humanitarian projects, etc.

Guidelines for Verification Forms:

- An adult supervisor from the ministry/organization must be able to verify the hours completed with a signature and current contact information. If the service cannot be verified the hours will not be counted.
- Parent/guardians and/or fellow students may not sign as a supervisor on the verification form.
- Please print neatly and have all sections and signatures completed to receive credit for your service.
- The verification form needs to be completed by the student and turned into the office within two weeks of completing the service hours.
- All service work and completed verification forms must be turned in prior to the final week of the semester.

All questions/approval of projects are to be directed to the student's bible teacher.

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