

- All hours completed between May 1st and the first day of school must be submitted no later than 4pm on September 15th.
- All hours completed between the first day of school and the start of Thanksgiving Break must be submitted no later than 4 pm on December 1st.
- All hours completed during Thanksgiving break through April 30th must be submitted no later than 4 pm on May 1st.
- **Senior Service Hours forms must be turned in no later than 4 pm April 15th.**

SCRC use only
Approved by: _____
Approval date: _____

****If the deadline dates above fall on a Saturday or Sunday, then the deadline will be extended to the following Monday.**

Needville High School Service Cord Record Form

**Please clearly print ALL requested information and complete ALL blanks to ensure credit for your hours. Service forms that are not legible will NOT be considered for service and will NOT be returned to the student.
 You are responsible for making your personal copy of this record prior to turning it in.**

Student: _____ ID # _____ Grade _____

Date of service: _____ Time Service Began _____ Ended _____ Total Hrs. _____

Please note: If service is performed over multiple dates/times, both pages of this form must be completed and turned in due to the required signatures on the first page (below) & specific dates/explanations on the second page.

Non-profit Organization for which the service was performed
Name: _____ **Location:** _____
Detailed description of the service performed (include all duties and who benefited from the service, attach an extra sheet if necessary):

I acknowledge that I have completed the service project described above.
 Student's signature _____

***I acknowledge that the student named above has completed the service project described under my direction.*

_____ Signature of Adult Non Guardian Supervisor Phone _____	_____ Printed Name of Adult Non Guardian Supervisor Position/Title _____
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****Due to the signature section above, this side of this form must also be completed, attached & turned in even if the service was completed over multiple days.**

