



**Service Hours
Supervisor Form
Grades 7 – 12**

To be completed by student:

ID Number: first initial, last initial, and the date MMDDYYYY (Eg. mv08102017): _____

Student's First & Last Name: _____

To be completed by Adult Supervisor:

student performance (circle one): excellent fair poor
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Supervisor's name (printed) _____

Phone OR Email contact _____

Supervisor's signature _____

Date signed _____

- * A total of 20 service hours is required from each student per year; 10 hrs per semester
- * Not allowed: service for immediate family living in your own home (e.g. yard work, cleaning, chores, etc.)
- * Not allowed: service for which a student is compensated
- * Forms must be completed in full. Incomplete forms will be returned and hours will not be counted.
- * Completed service hour forms must be accompanied by a supervisor form signed by the supervising adult (other than a parent/guardian)
- * Service forms must be turned in 3 weeks prior to end of the semester to be counted for that semester
- * Service hours must be reported in the semester in which the service was worked
- * Summer hours may count for fall semester only
- * It is recommended that students turn in ALL service hours worked, even after the requirement has been met, for award and scholarship purposes