

**PONDEROSA HIGH SCHOOL**  
**2<sup>nd</sup> Letter – COMMUNITY SERVICE LETTERING REQUIREMENTS**  
**125 HOURS**

ELIGIBLE SOURCES FOR ALL SERVICE LEARNING (Ideas available in counseling office or website)

<p><b>Ponderosa ( Must have 5 to 25 Hours)</b></p> <p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Service Learning performed on the physical property of PHS outside of regular school day.</li> <li>• Opportunity offered through a PHS organization but performed some place other than on the physical property of PHS</li> </ul> <p><b>NOT ACCEPTABLE:</b> Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for clarification</p>	<p><b>Outside Organizations: (Must have 75 Hours or more)</b>  <b>Minimum of two outside organizations</b></p> <p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Outside non-profit organization such as Habitat for Humanity, Denver rescue Mission, Praying Hands Ranch, elementary and middle schools, fund raising events, any local community, state, national, or global programs.</li> <li>• Opportunity offered through a PHS organization but performed some place other than on the physical property of PHS.</li> <li>• Business participating in a non-profit service learning event.</li> </ul> <p><b>NOT ACCEPTABLE:</b> Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering. Verify with the counseling office or counselor for clarification.</p>
--	--

**Required for 2<sup>nd</sup> letter – Achieve 1<sup>st</sup> letter plus the below requirements:**

**Body of Evidence**

- One letter of Recommendation from a service learning supervisor outside of PHS.
- Documentation of service learning (copies or original of forms with signatures of supervisors, student reflections, hours worked, etc.) **Note:** Students are responsible for keeping copies of documentation for lettering.
- 1 page personal reflection on service learning and above projects
- **Must be turned in by December 1, 2019 for 1<sup>st</sup> semester lettering or May 1, 2020 for 2<sup>nd</sup> semester lettering.**

**Distribution of additional 125 hours**

- 50 hours or more – completed through two or more different organizations or events outside of PHS.
- 25 hours or more must be completed outside of the Parker community.

**NAME:** \_\_\_\_\_ **YEAR OF GRADUATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

---

PHS SERVICE EVENT & SUPERVISOR \_\_\_\_\_ # OF HOURS USED FROM THIS EVENT \_\_\_\_\_

---

SERVICE EVENT & SUPERVISOR \_\_\_\_\_ # OF HOURS USED FROM THIS EVENT \_\_\_\_\_

---

SERVICE EVENT & SUPERVISOR \_\_\_\_\_ # OF HOURS USED FROM THIS EVENT \_\_\_\_\_

---

SERVICE EVENT & SUPERVISOR \_\_\_\_\_ # OF HOURS USED FROM THIS EVENT \_\_\_\_\_

---

SERVICE EVENT & SUPERVISOR \_\_\_\_\_ # OF HOURS USED FROM THIS EVENT \_\_\_\_\_

**Date of 1<sup>st</sup> Letter** \_\_\_\_\_ **TOTAL HOURS MUST EQUAL 125** \_\_\_\_\_

Direct all inquiries to Mrs. Ludwick, your counselor, your administrator  
 Submit completed application to counseling office

*(School use only)*  
**Approved:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**PONDEROSA HIGH SCHOOL**  
**2<sup>nd</sup> Letter – COMMUNITY SERVICE LETTERING REQUIREMENTS**  
**125 HOURS**

ELIGIBLE SOURCES FOR ALL SERVICE LEARNING (Ideas available in counseling office or website)

*(School use only)*  
**Approved:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Approved:** \_\_\_\_\_