

# PONDEROSA HIGH SCHOOL

## 1<sup>st</sup> COMMUNITY SERVICE LETTERING REQUIREMENTS

### 100 HOURS

#### 100 Total Service Hours to Include:

<b>Ponderosa High School</b> - 5 to 25 Hours from PHS	<b>Outside Organizations</b> - At least 75 hours from one or more outside organizations to total 100 Hours
<b>INCLUDES:</b> <ul style="list-style-type: none"><li>• Service-learning performed on the physical property of PHS, outside of the regular school day.</li><li>• Opportunity offered through PHS and performed on the physical property of PHS.</li><li>• Opportunity to support PHS activities that may or may not be performed on the physical property of PHS. (Such as away events for sports teams.)</li></ul> <b>NOT ACCEPTABLE:</b> Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering.	<b>INCLUDES:</b> <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, fundraising 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><li>• Verify with the counseling office or counselor for clarification.</li></ul> <b>NOT ACCEPTABLE:</b> Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering.

#### Additional Requirements for 1<sup>st</sup> Lettering in Community Service:

- **A Letter of Recommendation** from a member of the Outside Organization who had direct contact with the student where they completed the community service hours.
- **Copy/Original documentation of service hours** reported on the DCSD Community Service Documentation form, completed with signatures and meaningful reflections. *NOTE: Students are responsible for keeping copies of documentation for lettering.*
- **Submit completed application and supporting documents to the counseling office** by December 1, 2023 for 1<sup>st</sup> semester lettering or May 1, 2024 for 2<sup>nd</sup> semester lettering.

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

\_\_\_\_\_

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

PHS SERVICE EVENT NAME & SUPERVISOR SIGNATURE

# OF HOURS USED FROM THIS EVENT

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE

# OF HOURS USED FROM THIS EVENT

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE

# OF HOURS USED FROM THIS EVENT

School Use only:

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

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

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

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE

# OF HOURS USED FROM THIS EVENT

**TOTAL HOURS (MUST BE A MINIMUM OF 100)** \_\_\_\_\_

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*School Use only:*

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

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

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