

Service Learning  
**ACADEMIC LETTER**  
Application Form

Name: \_\_\_\_\_

Home address: \_\_\_\_\_ Home phone: \_\_\_\_\_

Number of Service Learning Hours: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**Why would I want to participate?**

- Opportunity to make a difference in my community
- Letters of recommendation for your portfolio
- Community service experience for your resume
- Scholarship opportunities

**What do I need to do?**

Listed below are the requirements for you to apply to earn a Service Learning Academic Letter:

- 100 hours of community service to be completed during high school**
  - Fifty (50) service hours must occur during the senior year. The additional fifty (50) hours may accumulate from the junior, sophomore and freshmen school years
  - Sixty percent (60 hours) of service hours must be community based and donated as an individual
  - Forty percent (40 hours) of service hours may be a part of a group (school, religious, etc.)
  - Service hours must be community based – not school based (For example: Athletic teams selling tickets/items to support team expenses is not service. HOSA meeting to make quilts to donate to the hospital is service.)
  - Service hours cannot be part of attendance or school credit makeup
  - Service hours cannot be counted if completed during school hours or if a student is receiving school credit for the project (For example: medical internships at the hospital are not service hours. Service as a candy striper counts.)
  - **Each** service experience must be accompanied by a signed Volunteer Sponsor Verification form
  - Service hours cannot be counted if receiving personal recognition or awards for service
- Volunteer Sponsor Verification form must be provided from the organizations that you have given service to documenting the number of hours donated**

Please attach the necessary documentation (letters of support documenting hours) to this application before submitting.

Student Signature: \_\_\_\_\_

School Advisor: \_\_\_\_\_