

**FREEPORT HIGH SCHOOL  
COMMUNITY SERVICE VERIFICATION FORM**

Your volunteer time can be documented on your high school transcript. For questions and pre-approval of sites, please contact Jessica Obert, Guidance Counselor.

**Directions for completing this form:**

- Please print neatly.
- Use one form per agency. If your volunteer work is done through an on-campus club, please use one form and have your club advisor sign it. You may copy this form.
- Please fill in the entire form. When recording dates, please include month, day, and year.
- Once you have completed, please turn all forms into Jessica Obert, Guidance Counselor.

**To be eligible for transcript recognition for your volunteer time, you must:**

- Record all of your hours on these forms, have a supervisor at your service site sign the forms, and turn all forms in to the school Guidance Counselor each time you have completed hours. Please don't re-submit hours that have already been recorded on the transcript.
- The total number of service hours will be printed on your transcript.

**The following volunteer projects are eligible for transcript recognition:**

- Volunteering at a non-profit organization.
- A service-learning project in one of your classes.
- A volunteer project required for a class.
- Community organizing including voter registration and political campaigns.
- Service learning projects outside of class including the training and preparation time. (Training time must be directly related and cannot be greater than 50% of the number of direct service hours).
- Time served with a faith-based institution that does NOT include teaching or promoting one faith. (Examples: serving food, fundraisers, banquets, volunteering at the facility).