

## Service Requirements for Holly Grove Christian School

Service is an important part of the educational process at Holly Grove Christian School. As Christians we need to practice the Biblical principle of serving others. Our goal is for HGCS students to have an opportunity to be of service to the community.

### Requirements:

In a policy approved by the school board, each high school student, will be required to perform **20 hours** per year of unpaid service to a school, church, or community organization. The total amount of hours of service required for four years of high school at HGCS is **80 hours**. All projects must be submitted to the principal for prior approval and can start after completion of seventh grade. Examples of acceptable projects include church work, school or community service projects, volunteer service at a hospital or nursing home, helping the needy, mission trips or projects, etc. Since this is a graduation requirement, diplomas will be withheld until service hours are completed. Students may volunteer for more than 20 hours of service per year. Any additional hours per year will be counted toward the total of **80 hours**.

### Basic Requirements

1. Complete all service hours required.
2. Submit documentation of service with proper signatures. Forms can be obtained at the school office, guidance office, or from the website. Only proper forms will be accepted, though other forms can be attached if signatures cannot be obtained on the school form.
3. Please turn in hours in a timely fashion.
4. All 20 hours for one year may be completed at a single location. No single location can count for more than 20 hours a year. You may submit more than 20 hours in one year.
5. During the school year, students who volunteer to assist teachers and staff may earn no more than 10 hours total service in that capacity. Students who are teacher aides and receive credit cannot count that as community service.
6. A documentation form must be submitted for each site at which service is completed.
7. Parents/guardians may **not** fulfill these requirements for their children.
8. Some community service or civic organizations will **not be** approved if their stance on moral issues are in opposition to the mission and purpose of Holly Grove Christian School.
9. Requirements for students entering HGCS high school
  - Entering in 9<sup>th</sup> grade: complete 80 hours of service. (20 per year)
  - Entering in 10<sup>th</sup> grade: complete 60 hours of service.
  - Entering in 11<sup>th</sup> grade: complete 40 hours of service.
  - Entering in 12<sup>th</sup> grade: complete 20 hours of service.

**Holly Grove Christian School  
Service Requirement Program  
Official Service Documentation Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Dates of Service \_\_\_\_\_

Total Hours: \_\_\_\_\_ Organization Name: \_\_\_\_\_

**After Completion of Project**

Briefly describe what the student did in this service and how it helped your organization.

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What need was addressed by your service? What aspect of your service was most successful?

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Signatures affirm that the information is accurate and true:

\_\_\_\_\_  
Organization Supervisor Signature

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

