

Westlake Christian Academy Community Service Reporting Form



Student Name & Grade _____

Apply to school year: _____

Organization's name _____

Mailing address _____

Community Service Supervisor _____
please print

Phone number _____

Description of Community Service: _____

| | DAY <i>of the week</i> | DATE | # HOURS | INITIALS <i>of supervisor</i> |
|-----|-------------------------------|-------------|----------------|--------------------------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ | _____ |

TOTAL HOURS:

WCA STUDENTS: Submit this form to the school office each grading quarter and **WITHIN 30 DAYS OF THEIR LAST SERVICE AT THAT ORGANIZATION.** Please use a new form for each grading quarter, service organization you're working with and type of work you're doing.

OFFICE USE ONLY: Processed by: _____ Date: _____

Westlake Christian Academy

COMMUNITY SERVICE Rationale and Guidelines

Secondary Grades 7 - 12



RATIONALE

COMMUNITY SERVICE is a conscious and intentional component of the discipleship ministry of Westlake Christian Academy. It is an active effort to help students implement the spiritual and intellectual knowledge they are learning in the classroom. A key aspect of the Christian life is that we are called to serve others as Jesus Christ stated and did (Matthew 20:28 and Mark 10:45). But serving others is usually a learned character trait; it seldom develops by chance. That is why Westlake requires secondary students to engage in COMMUNITY SERVICE. The goal is far more than just putting in the hours. First and foremost, we desire that students develop a natural bent for helping others. We want our students to learn to see a need and act to meet that need. Thus WCA incorporates this standard of COMMUNITY SERVICE into its curriculum.

REQUIREMENTS:

- High School students must participate in 25 HOURS OF COMMUNITY SERVICE per school year, for every year in attendance at WCA, as a graduation requirement. Diplomas and final transcripts will only be released after all graduation requirements have been fulfilled.
- Junior High students must participate in 10 HOURS OF COMMUNITY SERVICE per school year.

GUIDELINES

- To qualify, students should be serving with a formalized organization and the student must not be receiving a wage or remuneration. Preapproved service at school, outside of the normal school day, may also count towards community service hours.
- The organization could be a church, the local park district, a food pantry, a homeless shelter, a nursing home, a school, etc.
- Students are strongly encouraged to lock into a service ministry which provides regular service opportunities and enough hours to meet the standard and so they can have a noticeable impact.
- An official, supervisor, or other leader of the service/ministry organization must sign off on a description of the service activity and the date and the hours of service.
- COMMUNITY SERVICE does not receive grades or credits nor is it included in the GPA calculation.
- This requirement will be prorated for those students who enroll after the start of the school year.
- Community service is to be conducted outside of the school day.

REPORTING

- In order for students to earn COMMUNITY SERVICE, they must submit C.S. reporting forms to the school office, **WITHIN 30 DAYS OF THEIR LAST SERVICE AT THAT ORGANIZATION.**
- Reporting forms are available in the school office.
- Service completed during the summer will count first toward the previous year's deficit, and excess hours will apply to the next year's requirement.