

**LEMON BAY HIGH SCHOOL  
SCHOOL & COMMUNITY SERVICE DOCUMENTATION  
Spring Semester 2020  
(this form is due on or before May 28, 2020)**

**Name** \_\_\_\_\_  
**Class of 20** \_\_\_\_\_

**Please use one form for each organization served**  
**Organization Served:**

\_\_\_\_\_

**Student's Role/Position/Task:**

\_\_\_\_\_

**\*Must circle one: Is this SCHOOL SERVICE or COMMUNITY SERVICE?**

<b>Service date(s)</b>	<b>Total Hours Served</b>	<b>Contact Person's <u>PRINTED</u> Name (may not be a relative!)</b>

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_  
**Parent's signature**

\_\_\_\_\_  
**Contact Person's signature / phone number**

All community service must be voluntary (court-ordered community service may not be submitted to the Career Resource Center.) All service must be pre-approved by Mrs. Dailey before documenting the hours on this form.

**School and community service hours must be submitted during the semester they were earned to receive credit. Summer hours must be submitted during fall semester of the upcoming school year to receive credit.**

Students should check the accumulation of their hours on a regular basis in their FOCUS account. Choose Demographics, then click on 'Graduation.'

**Service Cord Eligibility is at 2 p.m. on the last Wednesday of March during a student's senior year. 150 or more hours must be completed, documented and submitted by that date to qualify for this honor.**