PONDEROSA HIGH SCHOOL

2nd COMMUNITY SERVICE LETTERING REQUIREMENTS

125 HOURS

Must have completed all the requirements for 1st lettering plus an additional 125 Total Service Hours to Include:

Ponderosa High School - 5 to 25 Hours from PHS	**Outside Organizations** - At least 100 hours from one or more outside organizations to total 125 Hours
INCLUDES: ● Service-learning performed on the physical property of PHS, outside of the regular school day. ● Opportunity offered through PHS and performed on the physical property of PHS. ● Opportunity to support PHS activities that may or may not be performed on the physical property of PHS. (Such as away events for sports teams.) **NOT ACCEPTABLE**: Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering.	**INCLUDES:** ● Outside non-profit organization such as Habitat for Humanity, Denver Rescue Mission, Praying Hands Ranch, elementary and middle schools, fund raising events, any local community, state, national, or global programs. ● Opportunity offered through a PHS organization but performed some place other than on the physical property of PHS. ● Business participating in a non-profit service-learning event. ● Verify with the counseling office or counselor for clarification. **NOT ACCEPTABLE:** Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering.

Additional Requirements for 2nd Lettering in Community Service:

- **2nd Letter of Recommendation** from a different member of the Outside Organization who had direct contact with the student where they completed the community service hours.
- **Copy/Original documentation of service hours** reported on the DCSD Community Service Documentation form, completed with signatures and meaningful reflections. *NOTE: Students are responsible for keeping copies of documentation for lettering.*
- **Submit completed application and supporting documents to the counseling office** by April 3, 2027 for lettering.

NAME: _____ YEAR OF GRADUATION: ___

ADDRESS: _____ **PHONE**:_____

_____

PHS SERVICE EVENT NAME & SUPERVISOR SIGNATURE # OF HOURS USED FROM THIS EVENT

_____

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE # OF HOURS USED FROM THIS EVENT

_____

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE # OF HOURS USED FROM THIS EVENT

_____

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE # OF HOURS USED FROM THIS EVENT

TOTAL HOURS (MUST BE A MINIMUM OF 125) _____

School Use only:

Approved: _____ Approved: _____ Approved: _____