

To Whom It May Concern:

Thank you for allowing our student the opportunity to serve the community through your organization.

To fulfill part of their graduation requirement, the student must complete a *minimum* of **10 community service hours with a non-profit organization**. Once they have completed their service hours, they will need to provide the following to their teacher:

- The number of hours they have completed
- A brief description of the service they provided
- Contact information and/or business card of the person who supervised their hours

These community service hours cannot be used in conjunction with any other community service obligation (court ordered, probation, class work, etc.). We do ask our students to seek community service hours at an organization they are currently not involved in.

If you have any questions or concerns in regards to the student or their community service requirement, please contact the counselor below.

Sincerely,

Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5
Casey Furr Booking Link 626-760-9843	Gabby Gonzalez Booking Link 626-608-8442	Jocelyn Garcia Booking Link 626-760-6106	Daisy Ayala Booking Link 626-590-0289	Erika Macias Booking Link 909-315-1001
Kimberly Pinckard Booking Link 626-221-7278	Nia Vergara	Kathleen O'Connell Booking Link 626-760-2182	Josephine Jimenez Booking Link 909-693-7245	Allison Alvizuri Booking Link 818-736-7883

****Some Tips****

Oftentimes, our students complete community service hours at **homeless shelters, senior citizen centers, soup kitchens, public libraries, animal shelters, thrift stores, city-organized park clean up events, the YMCA, and by donating blood (5 hours per donation)**. However, you are not limited to doing your service at these locations. Be creative, and search for a non-profit organization that interests you and can directly impact the community where you live. As you call and look for a place to do your hours, some questions you might ask include:

- 1) Will I be able to get all 10 hours in a timely manner?
- 2) Will I need to complete an application and interview before completing my hours?
- 3) Do I need a picture ID?
- 4) Do I need to be at least 18 years old?
- 5) Are you a non-profit organization? (This is a must, so make sure it is).
- 6) Will a supervisor be able to sign off on my hours and provide a business card with his/her phone number?

*Aside from [Google](#) and [Yelp](#), below are some helpful websites to help you find a location to do your service.

At Home Service Projects:

- [Cardz for Kidz!](#) 2 handmade card/letter = 1 hour
- [My Stuff Bags Foundation](#) 1 no sew blanket = 2 hours

All service activities are subject to the approval and discretion of the Post-Secondary Counselors. We are looking for quality projects!

Other Organization

- [Blood Donation - use this log](#)
 - 1 donation = 5 hours (usually have to wait 2 months before next donation)
- [Friends of Upland Animal Shelter & 2nd Chance Thrift Shop](#)
- [Hesperia Zoo](#)
- [Operation Gratitude](#)
- [Pasadena Humane Society](#)
- [California Volunteers](#)
- [Volunteer Match](#)
- [The Salvation Army](#)
- [The Goodwill](#)
- [Just Serve](#)
- Attend a Pathways Trip! Some trips have a community service component



COMMUNITY SERVICE LOG SHEET

Students must obtain counselor approval of the proposed service organization before beginning any service hours.

Student Name:		Student ID:	
Student Email:		Phone #:	

Site Supervisor: Please verify the hours worked by initialing each time worked, sign the form at the bottom, and attach your business card or letterhead.

Non-Profit Organization:		Non-Profit Email or #:	
Supervisor Name:		Supervisor Signature:	
Supervisor Comments:			

DATE	DESCRIPTION OF SERVICE ACTIVITIES	TIME IN	TIME OUT	TOTAL HOURS	VERIFIED BY (INITIAL)

Total Hours Served:	
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**Once 10 hours are completed, upload to the Senior Portfolio in Edmentum.
Don't have the class yet? Email this form to your counselor**

FOR SCHOOL USE	
Date verified: _____	Credit awarded: <input type="checkbox"/> Yes <input type="checkbox"/> No
Counselor Signature: _____	
Entered & Uploaded to StudentTrac: <input type="checkbox"/> Yes <input type="checkbox"/> No	