

LEARNING THROUGH SERVICE

****NOTE: The PHS graduation requirement of volunteer service for each student is a total of 20 HOURS over 4 years.**

- All volunteer hours **must be for NON-PROFIT organizations.** (*Yard Work for your family or a neighbor, volunteering at a for-profit business or jobs you would normally do as a member of a sports team DO NOT count toward the 20 required hours.*) Please see your School Counselor with any questions.
- Students must check their email and Google Classroom **regularly** for volunteer opportunities that will be posted. Directions for how/where to sign-up for the events will be included in the posts.
- **Students should bring the attached form with them to volunteer events.** A separate form should be used for each event. A separate letter with the adult supervisor's signature (*not another student's or a parent's*) and listing the hours served is also acceptable, and should be attached.
- Forms are available in the Main Office (Rm. 103), and the Guidance Suite (Rm. 318).
- Please **use pen** and be sure **to complete all areas** of the form **in detail** (*examples – spell out an organization's name rather than just initials. List the organization AND the event name.*)
- This form **MUST** be signed in the designated spaces by **the student, their parent/guardian, and most importantly, the adult site supervisor at the event** (*not another student or a parent*), and the **Non-Profit** statement should be initialed
- Please submit completed forms, **as soon as the service is done**, to the Guidance Suite. The Office Professionals in room 318 will maintain the LTS Log Books where the forms will be kept. Please **MAKE A COPY** of the form if you want it for your own records.
- Once the required hours are complete, a grade of 'Pass' will be listed on the student's report card. Until the hours are complete, the grade will be listed as 'Incomplete'.
- ****THE DEADLINE FOR COMPLETING THE LTS REQUIREMENT IS THE MONDAY AFTER APRIL BREAK OF THE SENIOR YEAR.**
- **IT IS THE STUDENT'S RESPONSIBILITY TO FIND AND ATTEND VOLUNTEER EVENTS, AND TO COMPLETE AND SUBMIT THIS PAPERWORK IN A TIMELY MANNER.**

*Thank You for giving of yourself to volunteer
in our community!*

Learning Through Service Form

Plainville High School

860-793-3220 x1340

FAX: 860-793-3231

Student Name: _____ Class of: _____

Student's Signature: _____ Date: _____

DESCRIPTION OF LTS HOURS

{PLEASE complete all 6 items below}

****NOTE: ALL LEARNING THROUGH SERVICE HOURS MUST BE FOR
NON-PROFIT ORGANIZATIONS.**

1. Name of the sponsoring agency or organization: _____

2. Name of the actual event: _____
3. Describe the details of your service: _____

4. Date this service was completed: _____
5. Total number of hours served: _____

Parent/Guardian's signature indicates awareness and permission for the above service:

**Continued on the reverse...*



****THIS SECTION IS FOR PHS OFFICE USE ONLY:**

- Form completed as required
- Signature of parent
- Signature of student
- Signature of adult site supervisor and/or attached letter

• APPROVED

Authorized Signature (Office Professional, School Counselor or Administrator):

Date: _____

SITE SUPERVISOR SECTION

(To be completed by the adult site supervisor at the volunteer event, {*not another student or a parent.*})

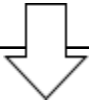
- A letter from the adult site supervisor is attached in lieu of completing this section.
The Description of LTS Hours section on the front should still be completed.

_____ has satisfactorily completed
(Student Name)
_____ hours of volunteer service on _____
(date completed)

Site Supervisor's Name {*not a student or parent*} (printed): _____

Supervisor's Telephone Number: _____

Site Supervisor's Signature: _____



****THE ORGANIZATION WHERE THIS VOLUNTEER SERVICE WAS GIVEN**
IS A NON-PROFIT ORGANIZATION:

 **YES** _____ **NO** _____
Supervisor's Initials: _____

Supervisor comments (optional): _____

*Thank you for providing this service opportunity to
the students of Plainville High School!*