

STUDENT NAME: _____ Grade 9 10 11 12 GRADUATION YEAR _____

MAGGIE L. WALKER GOVERNOR'S SCHOOL FOR GOVERNMENT & INTERNATIONAL STUDIES
COMMUNITY SERVICE REPORT FOR COMMUNITY MEMBERS

Dear Community Member:

As part of the MLWGS mission to prepare students to be leaders in the community, our students are required to volunteer 140 hours over four years as part of their graduation requirements. To date, these efforts have resulted in hundreds of thousands of voluntary service hours to a wide array of groups, organizations, and institutions in the Greater Richmond Area. Thank you in advance for allowing _____ to contribute to your organization. Please complete the following to certify the student's participation (please print neatly):

Group/Organization/Institution: _____

Address: _____

Service(s) Performed: _____

Date of Service: _____ Time of Service: _____ Total hours: _____
(For extended dates and times, please use tracking sheet on back of form) (LIST TOTAL HOURS)

SITE SUPERVISOR Name (please print neatly): _____

Title: _____ CONTACT Number: _____

Signature of Supervisor: _____

PLEASE VERIFY HOURS BEFORE SIGNING OFF (i.e., do not sign a blank form)

The student's work was (circle

Poor	Average	Good	Excellent
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 one)

Additional Comments: _____

STUDENT (PLEASE WRITE LEGIBLY; ALTERNATIVELY, YOU MAY TYPE YOUR RESPONSE AND ATTACH IT TO THIS FORM):

- 1. For what purpose did you select this community service activity?
- 2. Describe how you think your experience made a positive impact on your community.
- 3. Through this experience, what have you learned about yourself or your community?

IN NARRATIVE FORMAT):

CONTACT: Sharon Parker, Community Service Coordinator, MLWGS, 1000 N. Lombardy Street, Richmond, VA 23220
804-354-6800 Ext. 3260 804-358-8450 Fax COORDINATOR APPROVED: _____

COMMUNITY SERVICE TRACKING FORM

STUDENT NAME: _____ (PLEASE PRINT NEATLY)

Date	Hours Worked	Total Hours for the Day	Location of Service Performed	Supervisor Initials
08/15/14	10:00 a.m. – 12:00 pm 12:30 pm – 3:00 pm (note: you may only count the hours that you actually worked; this does not include lunch or breaks)	4.5 hours (assuming 30 minutes for lunch and no breaks)	Comfort Zone Camp	
TOTAL HOURS EARNED				

PLEASE NOTE: FALSIFYING HOURS, SIGNATURES, OR IN ANY WAY ATTEMPTING TO GAIN COMMUNITY SERVICE HOURS IN AN INAUTHENTIC MANNER IS A VIOLATION OF MWGS HONOR CODE. IT ALSO PUTS A CLOUD OVER THE INTEGRITY OF THE MWGS PROGRAM. THINK HONORABLY, ACT HONORABLY. Form Updated 04/25/16