

# UPPER SCHOOL SERVICE UNIT VERIFICATION FORM



Columbus School for Girls  
 65 S. Drexel Avenue  
 Columbus OH 43209  
 (614) 252-0781 / FAX: (614) 252-0571  
 www.columbuschoolforgirls.org

PLEASE PRINT ALL INFORMATION CLEARLY AND COMPLETELY. ALL INFORMATION IS REQUIRED.

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Service Date(s): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ # Hours: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Supervisor Phone #: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

**OFFICE USE ONLY:**

\_\_\_\_\_ # HRS RECORDED

\_\_\_\_\_ INITIALS

\_\_\_\_\_ DATE

- A minimum of ten (10) service units (1 hour = 1 unit) should be earned during each year in the Upper School and a total of at least sixty (60) units of service should be earned prior to graduation.
- Service units may be earned in the summer, beginning the summer prior to the Form IX year. Units earned during the summer (beginning after the date of Commencement) will be counted toward the upcoming academic year.
- Students who complete the required sixty (60) hours prior to Form XII are still required to complete ten (10) service units during each school year.
- Students transferring to CSG's Upper School after Form IX will be required to complete fifteen (15) service units for each year they attend CSG.
- To receive credit for service performed, the student must complete and turn in her completed service verification forms to the Upper School Office by the end of the academic year before spring exams, unless participating in MP experience that includes service (Forms IX, X and XI). Students in Form XII must have service verification form paperwork completed and turned in by April 1.
- The Upper School Office will verify the service units earned at the end of each academic year on the student grade card as a Pass/Fail second semester course.
- A parent may not sign as the supervisor.
- **Community service is a graduation requirement. A diploma will be withheld if a student does not complete her service requirement as outlined above before Commencement.**

## **REFLECTION ON SERVICE**

Explain the activity in which you engaged during this year. Then, evaluate your performance and what you learned from the experience. What did you learn about the service performed? What did you learn about the organization? What did you learn about yourself through the service you performed? (Write two or three paragraphs).