Central Christian School

Reaching the Hearts of Children Since 1948

SERVICE HOURS RECORD SHEET

Student's Name _____

CCS high school students are required to do **25 hours** of community service per school year as part of their Bible class. If a student does not accumulate these hours their overall grade for that semester will be **LOWERED ONE LETTER GRADE**. Students are **REQUIRED** to divide their service among their **church (10 hours), local community (10 hours), and CCS (5 hours).** A total of **10 hours** of any combination are due by **Dec. 12** of the first semester. All hours are due on **May 4**. If, at the end of the school year, a person has more than the required 25 hours they will receive extra credit for extra hours (see your Bible class syllabus for explanation of extra credit).

Community Service Defined: Any volunteer service activity that a student does for an individual or organization for which they are not reimbursed. There are four basic guidelines that must be followed:

1. There must not be any type of direct benefit to the student.
2. The individual served may not be a direct relative.
3. The organization served cannot be owned by the student's family member(s).
4. Only the hours spent actually working/serving should be counted. (i.e. youth camp counselor: only the time actually working with the campers—not sleep time or meal time.)

Person/Organization Served	Signature of Recipient (person served)	Dates Served	Served at Church, Community, or CCS	Number of Hours	Running Total