



Service Hours Verification Form MISSION SAN JOSE HIGH

Directions:

- Return completed form to **Service Box in main office (by teacher boxes), or N-7 at lunch.**
- Make a **COPY** for yourself before turning in the original.
- Please print **NEATLY** and have **ALL sections and signatures** completed to receive credit for your service **AND** contact number must be current so hours can be verified, if not hours will not be counted. For more information go to **MSJHS.ORG** for the most current service updates.

• ***ALL HOURS MUST BE DOCUMENTED ON THE BACK OF THIS FORM**

Student's Name *(as it would appear on your transcript)*: _____

Graduation year: _____

Student ID #: _____

To be completed by Supervisor

Please do not verify unless all info is filled out above **AND** tracking of hours (chart on back) is completed:

Date(s) of Service: _____

Total Hours: _____*

Name of **NON-PROFIT** Organization: _____

Address: _____

Email: _____

Website: _____

Supervisor's Contact number: (____) _____

Supervisor's Name: _____

Supervisor's Signature: _____

Categories: (circle one) 1- Educational 2- Environmental 3- Humanitarian

Contribution *(Specifically what tasks did you perform)*

Impact *(what difference did you make)*

SEE BACK FOR MORE*

Please do not write below.

Previous hours: _____ + New Hours: _____ = Total hours completed to date : _____

Date recorded: _____

Service Learning Coordinator approval: _____

