



STUDENT WORK-BASED LEARNING / COMMUNITY SERVICE FORM

(Used for Multiple Date Entries for Individual Students)

Student Name: _____

Student I.D. Number: _____

School: _____

Grade: _____

Email Address: _____

Academy (if applicable): _____

- ☐ Arts, Entertainment & Media (AEM)
☐ Culinary Arts & Hospitality (CAHA)
☐ Creative Arts, Media & Design (VADA)
☐ Career Exploration & Opportunities (CEO)

- ☐ Engineering & Environmental Science (EES)
☐ Health Careers (HCA)
☐ Law and Public Service (LPS)

- ☐ Business and Entrepreneurship (BE)
☐ Creative Arts, Media & Design (GCA)
☐ Academy of Creative Industries (ACI)

Work-Based Learning Type: _____

- ☐ Unpaid Internship ☐ Paid Internship ☐ Employment ☐ Job Shadow ☐ Community Service

Organization Name: _____

STUDENT HOURS LOG

To Be Filled Out By Student

Date (MM / DD / YYYY)	Description of Duties or Activities	Total Hours
Grand Total:		

STUDENT EVALUATION

To Be Filled Out By Employer or Site Supervisor

	Excellent	Good	Average	Needs Improvement	Not Applicable
Attendance & Punctuality	☐	☐	☐	☐	☐
Appearance & Grooming	☐	☐	☐	☐	☐
Attitude & Cooperation	☐	☐	☐	☐	☐
Initiative & Self Direction	☐	☐	☐	☐	☐
Quality of Work	☐	☐	☐	☐	☐

Additional Comments: _____

Please attach business card of organization or letterhead.

Supervisor's Name: _____

Supervisor's Email: _____

Supervisor's Signature: _____

Supervisor's Phone: _____

Student Signature: _____

Parent Signature: _____

Submit this completed form to your Counselor and keep a copy for your records.

*** All submitted documents will be verified. Information that is falsified will result in student hours being voided.**

For Office Use Only

Date received: _____

Verified by: _____

Approved: ☐ Y ☐ N

COMMUNITY SERVICE GRADUATION REQUIREMENTS

The Pasadena Unified School District has adopted new graduation requirements starting with the class of 2019. A new requirement is that all students will complete Community Service or Work-Based Learning hours. Students enrolled in a traditional diploma path (220 credits) will be required to complete forty hours of approved Community Service and/or Work-Based Learning, whereas those participating in the alternative learning option (170 credits) are required to complete 60 Community Service and/or Work-Based Learning hours.

The section below applies only to Community Service hours

1. Completing ten hours of Community Service per year is recommended.
2. Seniors are encouraged to complete all of their hours by the end of first semester to ensure an accurate account of total hours completed by graduation.
3. PUSD guidelines for Community Service require students work only for a **Non-Profit Organization** (501c3, tax exempt status).
4. Students who are completing the International Baccalaureate Program and/or Pathways Certification requirements may use hours from those specific programs to fulfill the Community Service/Work-Based Learning hours noted above.

Definition of Community Service

The giving of one's time, efforts and skills outside of school class time for the purpose of benefiting the community (local or global), without monetary compensation.

Selection of Community Service Opportunities

1. Students select a "hands-on" Community Service project of interest and then contact the non-profit organization to sign up.
2. The non-profit organization must be able to use student volunteers outside of the school day on weekdays or on weekends.
3. Students may receive Community Service hours for volunteering on political campaigns, to benefit an individual, or an issue. Students may receive hours for working on non-partisan events, or working at the polls after hours.
4. Students receive credit for working as "hands-on" support of charitable fundraisers.

These are not acceptable activities for Community Service and/or Work-Based Learning

1. Babysitting or working at home.
2. Activities that solicit funds (ex. in a marathon to raise money for cancer research, a student may get credit for setting up, or handing out water bottles, etc., but not for asking for donations or running).
3. Working for a family based business without pay.

Options for Community Service include but are not limited to the following:

Humane Society	Museums	Habitat for Humanity	Parks/Recreation Center
Police Station	Senior Citizen Homes	Fire Station	Hospitals
Religious Institutions (Church, Mosque, Synagogue, Temple)			

Guidelines for Verification Forms

1. A supervisor from the organization of service must be able to verify the hours completed with a signature and business card. Parents and students may not sign as a supervisor on the verification form.
2. The verification form needs to be completed by the student and turned in to their counselor within one calendar month from the last day of service. Students can keep track of on-going Community Service hours on a monthly basis by using the Community Service timesheet available on the PUSD website via the Counseling link.
3. Students are encouraged to complete their Community Service hours during the summer months and turn in their verification forms in September.
4. **Complete page 2 with details of your activities.**

Please see your school counselor for questions regarding Community Service.