

Ralston High School

Part A: Service Activity

Student	Student ID	Class of
Agency or Organization		
Contact Person*	Contact's Phone	
Service/Activity	Planned Start Date	Planned End Date
Student's Signature		
Counselor/Administrator Signature (if not on pre-approved list)	Date	

Part B: Service Record (Please follow same in the first line.)

Date	Start Time	Activity	End Time	Hours
3/21/24	8:30 a.m.	Packed food boxes (EXAMPLE)	10:45 a.m.	2.25

I certify that the above-named student has completed _____ hours of service, as documented above.

*Contact Person's Signature:_____ Date:_____

Counselor or Administrator:_____ Date:_____

FOR OFFICE USE ONLY: -----

RECORDED BY _____ DATE _____



Ralston High School Community Service Requirements

Community Service is a graduation requirement: 10 hours for each year of attendance at Ralston High School.

Conditions of Service

Work must be completed:

- without compensation to the student.
- outside of family and neighborhood responsibilities.
- in service of a non-profit organization or pre-approved activity per counselor or administrator.
- outside of assigned school day, unless approved by administrator.

Examples of Eligible Activities

- Civic organizations
- Non-Profit organizations
- Various offerings in announcements at RPS events
- Assisting at RHS athletic events
- Volunteer coaching or camp assistance
- Assisting a teacher outside of assigned school day hours
- Team manager: 10 hr. maximum
- Office runner: 10 hr. maximum
- Ralston Community Theatre: 10 hr. maximum

Examples of Ineligible Activities

- An activity sponsored by a family member
- Babysitting
- Fundraising (except for charitable organizations)
- Hours required for judicial reasons
- Household responsibilities
- Job shadowing
- Lawn care/ yard work for a neighbor
- Required classroom assignments
- Events that are a natural part of being involved in that activity or sport

No pre-approval needed if the project is noted on the approval list of organizations located in the counseling office and on the RHS website.

Pre-Approval All service activities not listed on the approved list must be pre-approved by a Ralston High School counselor or an administrator. Service will not be honored if the student chooses to do an activity not listed on the certified list without pre-approval.

Documentation Documentation of completed service must be submitted to a counselor for approval within 60 days of completion. If the student submits the service hours after the 60-day window, the hours may be denied.

Transportation Transportation is the responsibility of the student.

Multiple Projects Students may complete service with as many agencies or individuals as they wish, provided that pre-approval and documentation forms are completed as required elsewhere in this document. A separate service record form must be completed for each project submitted.

Questions? Please contact the counseling office.