



Community Assistance Program Verification

West De Pere High School

Last Name

First Name

Student Number

Grade

School Year

Name of the Event: _____

Date(s) of the Event: __/__/__, __/__/__, __/__/__, __/__/__, __/__/__, __/__/__

Total Hours served: _____

Hours each day: _____, _____, _____, _____, _____, _____ (8 hours maximum allowed per day)

What I did at the event:

What I found rewarding about this experience:

Student Signature _____

Date Signed: _____

Agency Portion:

The student successfully completed the volunteer service as stated above.

Supervisor's Signature: _____
(No Parent Signature)

Date Signed: _____

Agency: _____

Telephone: _____

*Return this completed form to the Student Services office. Students are **required** to turn in all community service project verification sheets **no later than two weeks** after the completion of any event.



Community Assistance Guidelines/Policies

West De Pere High School

1. All community service hours must be performed without a material or monetary reward.
2. The service hours cannot be performed directly for a family member.
(This includes parents, grandparents, aunts, uncles, etc...)
3. Students cannot use court-referred hours for community service hours.
4. Activities related to campaigns for public office do not count toward service hours.
5. Direct participation in a worship service by more than just attending (i.e., usher, lector and other activities that require a sign up for) can be used to fulfill the community service requirement as well as activities that are not a direct part of the worship service such as babysitting during a worship service or parking cars at a church event, as examples.
6. Service hours will be granted for fund-raising activities for community causes, but fundraising for **WDP clubs or organizations** will not count.
7. Entertainment or performance activities that are an extension of a class or a co-curricular requirement cannot be considered for community service.

Examples of Activities that do **NOT** count as service hours:

- West De Pere School Blood Drive - during the school day
 - One Act Play Competitions
 - Marching Band Competitions
 - Sport Teams – an athlete that is a member of a program that provides a service to the team such as ball boy, line judge. The athlete is doing this as a member of that sport, these are not volunteer hours.
 - In general, volunteer hours during the school day cannot count toward student CAP hours. Requests for special circumstances can be reviewed on a case by case basis.
8. Students are required to turn in their community service verification sheets **no later than two weeks after the completion of any event.**
 9. Forms may be mailed in, faxed in 338-5310, or dropped off in any of the high school offices.

Verification of hours are subject to approval by the CAP committee.

After logging 100 Community Assistance Program hours, you no longer need to submit forms. Continue tracking additional hours for your records in a personal document or spreadsheet, but you don't need to turn them in.

If you have any questions regarding the validity of your volunteer events, please call the high school principal at 338-5200.

Revised: 10/18/2012 02/03/2020 11/15/2024
 09/11/2014 02/06/2020 09/02/2025
 10/18/2012 09/20/2023 09/15/2026