

Community Service Guidelines

All activities must be preapproved. Many students are asking for approval after completing an activity. I have been lenient over the summer because this is all new, but beginning now, I will NOT approve anything that has already occurred. Plan ahead, I will check all new requests on Monday – Friday. If you submit something for approval on a weekend, it might not be approved until Monday.

Some students are submitting the same project multiple times. Please do NOT do this. If you have a question about the process, please come see me. Also, please double check your email address and your supervisor’s email address each time you submit a new form.

The turn-in dates for all activities are:

Time Frame for Service Hours	Signed by Supervisor Before:
May 1, 2022 – August 9, 2022 (summer work)	September 1, 2022
August 10, 2022 – December 16, 2022 (first semester work)	January 1, 2023
December 17, 2022 – April 30, 2023 (second semester work)	May 15, 2023 (Seniors must complete by May 1, 2023)

September 1, 2022 – All service work that occurred during the summer (May 1, 2022 – August 19, 2022) must be signed by a supervisor prior to September 1, 2022. If you are working on a project that continues all year, please submit it to your supervisor for signature before September 1, 2022. A new form should be started for any work that will occur during the first semester of school. After September 1, 2022, we will not accept any service hours that occurred before August 10, 2022.

January 1, 2023 – All service work that occurs during the first semester (August 10, 2022 – December 16, 2022) must be signed by a supervisor prior to January 1, 2023. New forms should be submitted for approval for any work that you plan to do during the second semester. After January 1, 2023, we will not accept any service hours that occurred before December 17, 2022.

May 15 – (Deadline for Seniors is May 1st) All service work that occurred during the second semester (December 18, 2022 - April 30, 2023) must be signed by a supervisor prior to May 15, 2023. After May 15, 2023 we will not accept any service hours that occurred before May 1, 2023.

If you want to get a jump start on the next school year, then you may submit approvals beginning May 1, 2023.

*** Students should check their pinewood emails often. There are several steps to complete a community service project.

1. Submit request for approval (**Google Classroom Form**).
2. Students should receive email confirmation that I have approved the project.
3. After the project is finished, the student must enter the hours worked and submit. (**Return to the email** you received from me that stated your request was approved, scroll to the bottom and select “edit response.” Please remember to change the role to the second option.
4. Once the supervisor signs the form and submits the signature, the project is complete and you will receive a confirmation email.