



# Community Assistance Program Verification

## West De Pere High School

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\_\_\_\_\_  
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: \_\_\_\_\_

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### 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.

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.

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

Revised: 09/11/2014  
10/25/2012  
10/18/2012  
09/07/2018  
02/03/2020  
02/06/2020  
09/20/2023  
11/15/2024