



Student Name: _____ **Grade:** _____ **Class of** _____ (year you graduate)

**Community Service Verification Log
Entrepreneurship and Business Academy at Kempsville High School**

1. List EACH community service activity/event on the Verification Log. A signature verifying that the activity was completed is essential.
2. Submit Verification Log to Ms. Timlin after each event.
3. Do NOT hold verification logs! If they are not documented and reported, community service for the previous school year expire each year on October 31st.
4. Before turning in any form, make a copy for your records! Seniors must have all forms in by May 15.
5. Hours should be counted in minimum intervals of 15 minutes for submission.
 - a. 15 minutes = .25 of a hour
 - b. 30 minutes = .5 of an hour
 - c. 45 minutes = .75 of a hour
 - d. 60 minutes = 1 hour of community service

Date & Time of Event	Brief Explanation of Activity/Event	# of Community Service Hours	Verification Signature
Total Community Service Hours This Page			

For Office Use Only:
Date/Time Submitted to AC Office: _____