

**Community Service Project / Completion Form**

Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_ House \_\_\_\_\_  
(please print clearly)

Your email address \_\_\_\_\_ Your phone # \_\_\_\_\_

Please briefly describe your community service project(s)

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How many community service hours did you complete? \_\_\_\_\_

Project Supervisor's Name: \_\_\_\_\_

Project Supervisor's Phone Number: \_\_\_\_\_

Project Supervisor's email address: \_\_\_\_\_

Placement / Organization (if applicable): \_\_\_\_\_

Project Supervisor's Address: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Project Completion: \_\_\_\_\_

Were you paid for this project?  YES  NO

Periodically, MLK calls to verify service hours

*I (the supervisor), certify that \_\_\_\_\_,  
a Lincoln-Sudbury student, has completed the community service project described above.*

Project Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*I (the student), certify that I have completed the community service project described above.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to the MLK office in C344.**

**Thank you for giving back to the community.**

Sponsored by:

Lincoln-Sudbury Regional High School's Community Service Program and  
The Martin Luther King Action Project

390 Lincoln Road, Sudbury, MA 01776 ★ 978.443.9961 x4337

### General Guidelines for Fulfilling the Community Service Requirement

To fulfill the fifteen-hour L-S Community Service requirement the activity must:

- Meet the definition of Community Service. (see definition below)
- Be carried through to completion and documented (get papers in MLK office or from MLK website).
- Entail a minimum of two hours per project, not including transportation.
- Be supervised by someone other than a relative of the student.

Any exceptions to the above definition and guidelines can be made only with the prior approval of an adult MLK Coordinator.

### Definition of Community Service

To fulfill the L-S graduation requirement, a recognized Community Service activity is one which:

- Is performed without remuneration to the service provider.
- Has some institutional or organizational affiliation, (or has been pre-approved by an adult MLK Coordinator), and was not a required activity.
- Results in a service to at least some other person or group.
- Is not a service mandated by a court.
- Fund raising events such as walks, runs, or relays DO NOT qualify UNLESS you can show that you personally raised money for the cause.

### Currently active adult MLK Coordinators:

(see website for updates to this list)

Jo Crawford MLK Office (C344)

Danielle Weisse English

Susan Frommer English

Steve Roderick Science

Tom Danko Science