

Provo High School Service Learning Verification Form for Academic Letter

Students pursuing an Academic Letter for Service Learning must do the following

- 100 hours of Community Service to be completed during high school
 - Fifty (50) service hours must occur during your senior year. The additional fifty (50) hours may accumulate from the freshman through junior years.
 - 60% of your service hours must be community based and donated as an individual.
 - 40% of your service hours may be a part of a school or community group (service hours must be community based not for school purposes such as raising funds to pay for school or athletic fees – school clubs raising funds to donate to a hospital or charitable organization can be counted as service hours).
 - Service hours cannot be part of attendance or school credit make-up.
 - Service hours cannot be counted if completed during school hours or if the student is receiving school credit for the project. (For example: medical internships at the hospital are not service hours, but service as a candy striper counts).
 - Each service experience must be accompanied by a signed Volunteer Sponsor Verification Form.
 - Service hours cannot be counted if receiving personal recognition or awards for service. Letters of support from the organizations that have had service provided documenting the number of hours donated will be required.

