

# OLD SAYBROOK HIGH SCHOOL

1111 Boston Post Road  
Old Saybrook, Connecticut 06475-4410  
Telephone (860) 395-3175 Fax (860) 395-3179

Sheila A. Riffle  
*Principal*

Joseph E. Anastasio  
*Associate Principal*

Maureen Healy  
*School Counselor*

Casey Weber  
*School Counselor*

Dear Sir or Madam: !

The student named below volunteered at your facility in order to fulfill part of his/her community ! service\* graduation requirement. To verify this community service, please complete the ! following information and return this form as soon as possible. !

If you have any questions, we can be reached during the day at (860) 395-3175. !

Thank you very much for taking the time to help our students. !

Sincerely, !

Casey Rowe !  
Community Service Coordinator

Maureen Healy  
Community Service Coordinator

\*See second page for types of service that **do** or **do not** qualify as community service.

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## COMMUNITY SERVICE RECORD FORM

Student Name \_\_\_\_\_ Grade: 9 10 11 12

Facility \_\_\_\_\_

Number of hours completed \_\_\_\_\_ Dates of service \_\_\_\_\_

Description of service performed \_\_\_\_\_

Signature of Advisor ! \_\_\_\_\_

**Community Service is broadly defined as “any service to the greater community, secular or religious, performed on a volunteer basis without remuneration to the student.”**

**Appropriate service projects include but are not limited to the following:**

Hospital/Nursing Volunteer	Youth Sports Volunteer Coach/Ref. !
American Cancer Society	Library Volunteer !
Student Tutor	Soup Kitchen !
Habitat for Humanity	School Office or Maintenance Volunteer !
EMT/Volunteer Firefighter	Recycling Programs !
Church Volunteer (see below)	Red Cross Volunteer !

**Service that does NOT qualify includes the following:**

Paid or stipend service	Lobbying !
Religious instruction	Conducting worship services !

Engaging in any form of proselytizing (attempt to convert somebody to a religious ! faith or political doctrine)

Efforts directed to serve only a family member.

Service that was done to fulfill another obligation (e.g. confirmation class, consequence from judicial system, National Honor Society requirements).