



# STMA Community Service Form



**\*\*\*Completed forms are to be turned in to the high school office\*\*\***

## **VOLUNTEER**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

GRADE AT TIME OF SERVICE \_\_\_\_\_

GRADUATION YEAR \_\_\_\_\_

DATE OF ACTIVITY \_\_\_\_\_

HOURS OF SERVICE \_\_\_\_\_

DETAILED DESCRIPTION OF WORK COMPLETED BY YOU:

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## **PERSON IN CHARGE OF ACTIVITY**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE NUMBER OR EMAIL \_\_\_\_\_

SIGNATURE OF PERSON IN CHARGE \_\_\_\_\_ Date \_\_\_\_\_

### Reminders:

4 hours per year of enrollment at STMA HS or Knights Academy for graduation.

Volunteer hours cannot be for a family member.

If you are paid, it is not considered volunteering.

Fundraising for clubs/sports that you are involved in and benefit from is not considered volunteering.

## **OFFICE STAFF**

DATE ENTERED INTO SYNERGY \_\_\_\_\_ APPROVED BY \_\_\_\_\_

*Updated 06/2025*



## STMA COMMUNITY SERVICE



### **STMA High School Community Service Mission Statement:**

*To encourage and enhance student involvement in the community and develop a desire to help others while growing as an individual and a productive member of society.*

### **Community Service Defined:**

*Work done for others that is not for pay and not for a class grade. The goal of community service is to improve the community in which you live or another community that might need help.*

### **STMA Graduation Requirement:**

To earn a diploma from St. Michael-Albertville High School, a student must complete a total of 4 community service hours each year enrolled in our school district. This totals 16 service hours for a standard freshman-to-senior high school career. Students who do not complete this requirement by the end of their senior year will not receive a diploma. Note the following guidelines:

- Total of four (4) hours per year earned for each year in attendance at STMA.
- Four (4) hours may be earned in one or more activities.
- Hours may be earned on the same day.
- A new form must be filled out for each activity.
- Students cannot earn more hours to “work ahead,” but can catch up for lost hours if fallen behind.
- Hours may be earned over the summer.
- All completed forms are turned in to the High School Office, will be entered in Synergy, and kept on file.
- Additional hours will not be tracked, unless submitting for a previous year. (Max. of 16 hours tracked)
- Students are responsible for completion, submission, and checking (Synergy) hours.

### **Acceptable Activities**

- Community activities not for pay or a class grade
- Community activities through school clubs, organizations, or church groups
- Service in any community, even outside of the STMA school district
- Non-Family individual assistance, such as babysitting, moving, painting, cleaning
- Service within or for your school community (administrative approval)
- Tutoring peers
- Fundraisers assisting community groups

### **Unacceptable Activities**

- Assisting a family member/relative
- Fundraising that directly benefits the team/club you are a member of (Booster Club)
- Court-ordered community service hours
- Activities related to a business for profit, or student/adult place of employment

### **Earning Community Service Hours:**

Office staff and administration will approve acceptable community service activity hours. If a student has questions as to whether an activity is acceptable please consult your homeroom advisor for pre-approval.

**\*Completed community service forms are to be turned in to the high school office by the student.\***