

PONDEROSA HIGH SCHOOL

2nd COMMUNITY SERVICE LETTERING REQUIREMENTS

125 HOURS

Must have completed all the requirements for 1st lettering plus an additional 125 Total Service Hours to Include:

Ponderosa High School - 5 to 25 Hours from PHS	Outside Organizations - At least 100 hours from one or more outside organizations to total 125 Hours
INCLUDES: <ul style="list-style-type: none">• Service-learning performed on the physical property of PHS, outside of the regular school day.• Opportunity offered through PHS and performed on the physical property of PHS.• Opportunity to support PHS activities that may or may not be performed on the physical property of PHS. (Such as away events for sports teams.) NOT ACCEPTABLE: Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering.	INCLUDES: <ul style="list-style-type: none">• Outside non-profit organization such as Habitat for Humanity, Denver Rescue Mission, Praying Hands Ranch, elementary and middle schools, fund raising events, any local community, state, national, or global programs.• Opportunity offered through a PHS organization but performed some place other than on the physical property of PHS.• Business participating in a non-profit service-learning event.• Verify with the counseling office or counselor for clarification. NOT ACCEPTABLE: Required service learning for program membership/participation (i.e.: NHS, STUCO, Eagle Scouts) cannot be submitted for lettering.

Additional Requirements for 2nd Lettering in Community Service:

- **2nd Letter of Recommendation** from a different member of the Outside Organization who had direct contact with the student where they completed the community service hours.
- **Copy/Original documentation of service hours** reported on the DCSD Community Service Documentation form, completed with signatures and meaningful reflections. *NOTE: Students are responsible for keeping copies of documentation for lettering.*
- **Submit completed application and supporting documents to the counseling office** by December 1, 2023 for 1st semester lettering or May 1, 2024 for 2nd semester lettering.

NAME: _____ **YEAR OF GRADUATION:** _____

ADDRESS: _____ **PHONE:** _____

PHS SERVICE EVENT NAME & SUPERVISOR SIGNATURE

OF HOURS USED FROM THIS EVENT

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE

OF HOURS USED FROM THIS EVENT

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE

OF HOURS USED FROM THIS EVENT

School Use only:

Approved: _____

Approved: _____

Approved: _____

OUTSIDE SERVICE EVENT NAME & SUPERVISOR SIGNATURE

OF HOURS USED FROM THIS EVENT

TOTAL HOURS (MUST BE A MINIMUM OF 125) _____

School Use only:

Approved: _____

Approved: _____

Approved: _____