



SERVICE LEARNING REPORT

Student: _____ Grade: _____ Date Submitted: _____

Service took place at / for: *(Check one)*

- Greater Nashville Community Location within the US Madison Academy Campus
- Local Church International Location

Describe the Event: _____

Date(s) of Service: _____

Hours/Minutes of Service: _____

Rate the Activity (in terms of meaning to you):

| | | | | | | |
|--------|---|---|-------|---|---|-------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Boring | | | So-So | | | Great |

Student Signature – My signature indicates that I did the above service as described **without** receiving pay. _____

Please share any ideas or comments that you feel might improve this event or help create other service opportunities.

To the supervisor: Thank you for your help in this project. Please read and sign below.

I attest that the above service was:

1. Supervised by me.
2. Voluntary with no payment or grade received.
3. Not done in behalf of the immediate family or relative.
4. Performed in the indicated number of hours and minutes.

Service Supervisor: _____ Phone #: (____) _____

Supervisor Signature: _____ Date: _____

Please note that the student's parent may **not** sign this form.

MADISON ACADEMY SERVICE LEARNING POLICY

Voted May 2016



Madison Academy faculty and students are committed to growing as compassionate humanitarians and therefore choose to be active in community service. For “just as the Son of Man did not come to be served, but to serve” (Matthew 20:28) we must also “serve wholeheartedly, as if [we] were serving the Lord [and] not men” (Ephesians 6:7).

Beginning with the 2016-2017, all students will be required to complete **twenty-five (25) hours** of local/global community service for **every year in attendance** (pro-rated for transfer students). In the spirit of the service learning requirement, the following policy will help provide guidelines for engaging in enriching community service.

1. The 25 hours/year are a graduation requirement and will be recorded on the student’s official transcript.
2. Students will develop, evaluate, and revise an Individualized Service Plan (ISP) each quarter as part of the Religion curriculum. The ISP will include:
 - a. A variety of agencies to allow for a beneficial experience
 - b. Location of their community service hours.
 - c. Contact information for an approved service site (site, supervisor, address, phone, email).
 - d. Activities or responsibilities during the time of service
 - e. Scheduled date / time of service
 - f. Approval signatures from parents / guardians
2. Upon completion of a service activity, the hours must be documented on the appropriate service learning form to include:
 - a. Official letterhead (stationery, business card, church bulletin, etc.) stapled to the form
 - b. Number of hours completed
 - c. List of activities at the service project site
 - d. Official signature, title, and contact information for any clarification deemed necessary
 - e. Supervisors comments
 - f. Student’s reflection
3. School group activity sponsors may submit a roster of participants on a service project. However, it is the students’ responsibility to verify that the hours appear on record.
4. Up to five (5) hours of service during the summer may be counted toward the following school year.
5. To be calculated and recorded for credit, hours must be submitted to the Service Learning Coordinator by the end of each quarter and by May 1 for 4th quarter.
6. Community service hours will not be accepted for any of the following circumstances:
 - a. Service for which a student receives compensation
 - b. Court-directed or school disciplinary related community service
 - c. Fundraising for a school sponsored activity
 - d. Service to one’s own family
 - e. Community Service hours performed prior to the current school year
 - f. Hours do NOT rollover to the next year. However, a student may submit more than the 25 hours required to be reported on the student transcript.