

**HIGHLAND PARK HIGH SCHOOL  
OFFICE OF STUDENT LEADERSHIP**

**Community Service Monitoring Sheet**

Take this form with you to be signed when you perform community service

Name \_\_\_\_\_ Graduation Year \_\_\_\_\_

For whom did you work?

Non-profit Agency \_\_\_\_\_

OR

Individual \_\_\_\_\_

Date(s) you worked: \_\_\_\_\_

Total hours worked: \_\_\_\_\_

Brief description of activity: \_\_\_\_\_

\_\_\_\_\_

**Note to Supervisor: Please contact Kristen Toney, CSC Advisor at 214-780-3771 or by email at [toneyk@hpsisd.org](mailto:toneyk@hpsisd.org) if you have any comments, suggestions, or concerns from your experience with the Highland Park High School Community Service Program and/or its participants.**

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Supervisor's Email Address: \_\_\_\_\_

**Note to student: The student must submit this information in a timely manner on the CSC website at [www.hpps-service.com](http://www.hpps-service.com) following the completion of the project in order to guarantee credit. Normally, this should be within 30 days. Please remember that each student is responsible for submitting their own hours. Retain this sheet to verify hours.**

I pledge that the above information represents an accurate record of my community service work.

Student Signature: \_\_\_\_\_

Date Submitted on-line: \_\_\_\_\_

Log on to [www.hpps-service.com](http://www.hpps-service.com) and submit your hours.