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Community Service Hours

In order to receive credit for community service hours, a minimum of 40 hours must be earned. The form below should be completed in its entirety and submitted to your guidance counselor. Please group community service by activity and indicate the TOTAL number of hours earned for each of the activities.

Forms submitted with incomplete information will not be recorded and will be returned to the student.

The BCIT Guidance Department will note completion of 40 or more hours of service on officially issued transcripts. Hours are recorded on officially issued transcripts in the following increments: 40+ hours, 60+ hours, 80+ hours, 100+ hours, 200+ hours, 300+ hours, etc.

Student: _____

Gr: _____

HR: _____

Name of Organization	Date(s) Performed	Brief Description of the Service Activity	Total Number of Service Hours*	Supervisor Signature I certify that the student served the number of hours shown above:

**If this number is greater than 25, student MUST provide detailed documentation of dates and times during which service was performed. Travel to and from your service activity does NOT count towards service hours.*

Parent Signature: _____

Date: _____