

**The Dalton School
Community Service Project Completion Form**

Name _____ Student # _____ Grad. Yr. _____

House Advisor _____ Service Supervisor _____ Date _____

PLEASE READ THE FOLLOWING!

Congratulations on completing your community service project! Hopefully, you found your outreach to be rewarding. The purpose of this form is to report that you have finished a project and to help you reflect on what you gained from doing it. If you choose, you may type out your answers to the questions below and then discuss them with your Service Supervisor. However, there are many suitable alternate ways for you to reflect on your service. In that case, use these questions solely as a guide but be sure to get your Service Supervisor's approval first. Either way, **you will need to:**

Receive and hand in written confirmation from the organization that you did complete your project. Submit that documentation, along with this form and any other relevant materials to your Service Supervisor who will in turn submit it for recording.

Organization _____

Service Contact _____ Tel. #: _____

Dates/Times of Service (give starting and ending dates, as well as times of day worked).

Reflection Questions (If you respond in writing, please type answers on a separate sheet and attach.)

1. What did your service consist of? Please be as specific as possible.
2. What did you gain from this experience? Did you learn anything about yourself or others? How do you think your attitude/opinion/feelings about service have changed? Please reflect carefully on these questions and be personal in your responses.
3. Would you recommend this service opportunity to someone else? (Elaborate if the reason hasn't already been expressed.)

*Service Supervisor
(please print)*

Supervisor's Signature

*Recommended Number
of Project Credits*

FOR ADMINISTRATIVE USE ONLY

CS Director's Approval

Approved Number of Credits

