

**The Dalton School
Community Service Proposal Form**

Name _____ Student # _____ Grad. Yr. _____

House Advisor _____ Service Supervisor _____ Date _____

PLEASE READ THE FOLLOWING!

Congratulations on proposing a new community service project! Hopefully, you have found a meaningful placement, one that speaks to your issues and values. Please fill out this form as completely as possible. Be sure you have discussed your project with your Service Supervisor (and gotten his or her signature of approval on this form) before you begin your service work. Additionally, you need to keep your supervisor informed as to how your project is going, especially if any changes occur and/or problems arise. Enjoy your time helping out!

Organization _____

Address _____

Telephone Number _____ Fax Number _____

Service Contact (at the above location) _____

Project Description (use back or attach information if necessary) _____

Times of Service (if specific dates/days/times cannot be given, estimate total time commitment) _____

Service Supervisor (please print)

Signature of Approval

