## STEPS TO COMPLETING YOUR COMMUNITY INVOLVEMENT FORM

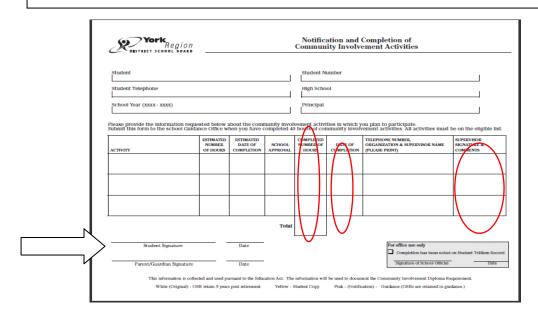
**Step 1:** Pick up a blank form in guidance and complete the three areas of the form that are circled below. Submit to guidance for pre-approval at least two days before the activity.

Student				Student N	umber			
Student Telephone				High School				
School Year (xxx - xxxx)				Principal				
lease provide the unor mate ubmit this form to the scho	on requested below a	bout the comr	nunity invol	vement activi hours of cor	ties in which y	ou plan to participate.	ties must	be on the eligible i
аспупу	ESTIMATED NUMBER OF HOURS	ESTIMATED DATE OF COMPLETION	SCHOOL APPROVAL	COMPLETED NUMBER OF HOURS	DATE OF COMPLETION	TELEPHONE NUMBER, ORGANIZATION & SUPERVISO (PLEASE PRINT)	OR NAME	SUPERVISOR SIGNATURE & COMMENTS
		/					$\overline{\ \ }$	
							1	
			Total					1
Student Signatu	TP.	Date			ı	For office use only	_	

**Step 2:** Guidance will pre-approve eligible activities by signing the area circled below. Reviewed forms will be available in Guidance for pick up.

Region Region	·			Commun	ity Involv	ement Activities		
Student			1	Student N	umber		ı	
Student Telephone				High Scho				
School Year (XXXX - XXXX)				Principal				
ACTIVITY	ESTIMATED NUMBER OF HOURS	ESTIMATED DATE OF COMPLETION	SCHOOL APPROVAL	COMPLETED NUMBER OF HOURS	DATE OF COMPLETION	TELEPHONE NUMBER, ORCANIZATION & SUPERVISOR NAME (PLASE PRINT)	SUPERVISOR SIGNATURE & COMMENTS	
		1	Total			I		

**Step 3:** After you have completed the activity, ask the supervisor to complete the 3 areas circled below. Ensure that your signature and parent/guardian signatures are on the form.



**Step 4:** Bring your completed form to Guidance! Always keep a copy of your Community Involvement Activities.