

Please use this form to report *individual service projects* that you have completed *independent* of HCA. Please use one form for each different service project that you complete. Please submit your completed service form to the front desk or to Mrs. Wray within one month of the date of service.

Please note that your service project must be composed of at least one hour of work. *Please do not report any activity for which you received money or other compensation.*

Date(s) of Project: _____

Student Name: _____ Grade: _____

Name of Service Project: _____

Beginning Time: _____ End Time: _____

Please describe the details of the work you performed in your service project:

Printed Name of Service Project Leader/Parent/Supervisor _____ Date _____

Signature of Service Project Leader/Parent/Supervisor _____ Phone Number of Supervisor _____

Horizon Christian Academy Use Only

Administration Signature _____ Date _____

Logged in Student Portal: Excel _____ FACTS _____

Total Hours Worked: (Round to 15-minute increments): _____