



**Helix Charter High School**  
**Service Hour Verification Form**  
Helix Charter High School  
7323 University Ave.  
La Mesa, CA 91942  
619-644-1910

*Attach a Supervisor Business Card Here*  
(If Site Supervisor has a business card)

If the supervisor does not have a card, attach some  
type of picture of you at the event.

## STUDENT SECTION

Please make sure the following policies are adhered to:

1. Each section of this form must be completed.
2. The hours documented must only represent the actual time spent volunteering-travel time or sleep time in an overnight setting should not be included. *(A volunteer time log is provided on the back if needed)*
3. Neither the student, nor anyone related to the student, may sign this form.

Name of Student \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_

Name of Organization/Agency \_\_\_\_\_

Organization/Agency Contact Person \_\_\_\_\_

Phone Number of Contact Person \_\_\_\_\_

Email Address of Contact Person \_\_\_\_\_

Description of Service Completed: \_\_\_\_\_

### Date(s) of Service

One Day \_\_\_\_\_ Total Hours \_\_\_\_\_  
(Month/Day/Year)

and/or

Multiple Days: From \_\_\_\_\_ to \_\_\_\_\_ Total Hours \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

### OPTIONAL EVALUATION OF SERVICE

To be filled out by Volunteer Service Supervisor.  
Please circle and add comments if you wish.

Trustworthy	YES	NO
Respectful	YES	NO
Responsible	YES	NO
Fair	YES	NO
Caring	YES	NO
Good Citizenship	YES	NO

Optional Comments:

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

