**Community Service Verification Form**

**(Individual or Group)**

**Directions:** As a part of the requirements for induction and membership into the NAS, each Achiever is required to complete a community service project within one (1) year after his/her induction into the society.

**Achievers are required to complete at least one community service project during each year of membership in the National Achievers Society. This form should be completed no later than May of every program year and sent via the submission link on the UCF National Achievers’ Society, McKnight Center of Excellence Website at** [**https://sos.sdes.ucf.edu/nas/**](https://sos.sdes.ucf.edu/nas/)**. Alternatively, if there are any issues, please reach out to** [**outreach@ucf.edu**](mailto:outreach@ucf.edu)**.**

This form provides guidelines and the means of verifying the completion of your community service project. **Community Service activities and projects are incorporated into the yearly program. However, achievers are welcome to explore and execute their own community service projects (individual or group). The Achiever with the most volunteer hours will be recognized at the End-of-Year Ceremony.**

Community service projects that meet this requirement are:

* Work performed for a non-profit organization (Boys & Girls Clubs, Give Kids the World, Salvation Army, Coalition for the Homeless, etc.)
* Work performed at a health service facility (hospital, veterinary clinic, doctor’s office, etc.)
* Work performed in public school educational activities (night school assistant, helping in school offices, etc.)
* Work performed in preschools or after school programs
* Church activities that provide basic needs for the community (soup kitchens, cooperating with Habitat for Humanity, etc.)

Types of service that DO NOT MEET this requirement are:

* Work performed for a church organization that benefits only the church (singing in the choir, playing piano, teaching Sunday school, planning youth activities, assisting in Vacation Bible School)
* Fundraising for non-profit organizations (Fun-Runs, etc.) or for school-based activities (candy sales, etc.)
* Community service required by a school class that is performed within the school day.

If you have any questions as to the eligibility of your chosen service project, please contact the office of Student Outreach Services at outrach@ucf.edu .

**Verification Form**

|  |  |  |  |
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| **Student’s Name** | **Age** | **Grade** |  |
|  | | | |
| **Name of Parent or Guardian** | **Home Phone Number** | | |
|  |  | | |
| **Date Project Started** | **Date Completed** | | |
|  |  | | |
| **Number of Hours Volunteered** | **Volunteer Agency** | | |
|  | | | |
| **Name and Phone Number of Community Service Sponsor** | | | |
|  | | | |
| **Title of Project or Service** |  | | |
| **Description: Describe how you planned and implemented this project. What did you do? (Please**  **use additional sheets if necessary to describe your project).** | | |  |
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|  | **Evaluation: Evaluate this project. Did your contribution make a difference in someone’s life? If**  **so, how? What did you learn from this experience?** |  |
|  | | |
|  | **Recommendation: Would you recommend this project to other Achievers? Would you participate**  **at this location in the future?** |  |
|  | | |
|  | **Comments/Suggestions: Please list any other comments or suggestions you may have about this project.** |  |
|  | | |

I certify that the above community service project was performed as described. By signing this document, it is understood that I may be contacted to verify information as written in this document.

Signature of Achiever Signature of Sponsor/Agency

Date Date

**Updated 2.16.23**