

**2017-2018  
Class of 2018**

**Seniors**

To Whom it May Concern,

One of the graduation requirements of Flora high School is the completion of 10 hours of **local** community service. This is to be unpaid work. The individual performing the service cannot receive any financial benefit from this work. In order for the service to qualify, your business or organization must be a non-profit organization or a business sponsoring a community outreach activity. This is not intended to be free labor for a business. In order for the individual to receive credit for this service you or a representative of your organization must fill out the following form. If you have any comments or questions please feel free to call me at 618-662-8316.

- Parents may not sign as supervisor!
- Must be submitted within 2 weeks of community service to count, excluding summer!
- Must have Pre-approval!

Thank You,  
Mrs. Kelli Massie  
FHS Guidance Administrator  
Flora High School

Student Name: \_\_\_\_\_

Name of Organization or Group for whom the service was completed:  
\_\_\_\_\_

Contact Person or Supervisor \_\_\_\_\_

Phone Number of Contact person: \_\_\_\_\_

Best time to contact: \_\_\_\_\_

Date	Organization	Time	Number of Hours

DESCRIPTION OF SERVICE AND COMMENTS OF THE CONTACT PERSON OR SUPERVISOR:

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
CONTACT PERSON SIGNATURE

\_\_\_\_\_  
MRS. KELLI MASSIE

\_\_\_\_\_  
DATE RECEIVED