

**Service Hour Documentation Form**

All hours must be officially submitted through x2vol, which is accessible through Naviance (see directions on the back of this form). We will not maintain a hard copy of service hour documentation forms on campus for students. This form is being provided to assist you in obtaining the information you will need for x2vol service hour submissions and maintaining your own individual records at home. YWLA staff will approve hours through x2vol, and service supervisors will receive an email to verify service hours.

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| **Student Information** | |
| Name: | Grade: |
| Student Email: | Phone  Number: |

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| **Service Hour Information**  *\*Hours cannot be submitted in x2vol without this information* | | | |
| Name of Organization/Agency: | | | |
| Date of Service: | Time of Service: to | | Total Hours: |
| Description: | | | |
| Supervisor Name:  (Print) | | Supervisor  Signature: | |
| Supervisor  Email:  *(\*Required for x2vol)* | | Supervisor  Phone Number: | |

Service Hour Policies:

1. It is a requirement of the San Antonio Young Women’s Leadership Academy that in order to graduate, each student must earn a minimum 100 hours of community service by the last Friday in April of their senior year. The following grade level service hour goals are provided as a guide for steadily earning hours throughout your time at YWLA:

*Middle School Service Hour Goals*: 6th – 5 hours 7th – 10 hours 8th – 10 hours

*High School Service Hour Goals*: 9th – 20 hours 10th – 25 hours 11th – 25 hours 12th – 5 hours

1. Only 50%, or 50 out of 100 hours, can be earned through school-sponsored activities (festivals, beautification projects, tutoring, etc.).
2. Students are responsible for documenting their hours and entering them into x2vol for approval and verification. Service hours will not be accepted by any other means. For assistance with x2vol, students/parents should reach out to their assigned counselor, or the College Bound Advisor.
3. It is recommended that students maintain a hard copy of the documentation of their service hours at home in their own personal files. We will not be maintaining copies of forms on campus.