



San Antonio *YOUNG WOMEN'S* Leadership Academy

For office Use Only:
Date Received: _____
Date Verified: _____

2123 West Huisache Ave. San Antonio, Texas 78201 Phone: 210.244.0300 Fax: 210.732.7999

Official Documentation Form

ALL HOURS MUST BE PRE-APPROVED BY THE COLLEGE BOUND ADVISOR

Student Information		
Name	Grade	Prep Teacher
Street Address		
City, State, Zip	Contact Number	

Non-Profit Organization Information		
Name	Supervisor	Phone Number
Description of Service		
Supervisor's Signature	Parent Initials	Student Initials

_____ Semester _____ Year
 College Bound Advisor Signature

Service Hour Information	
Date(s) of Service (month, date, year)	Hours Earned

Total Service Hours: (NO HALF HOURS OR MINUTES ACCEPTED)

Important Notices:

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 of 100 hours of community service by the last Friday in April of their senior year.
2. Only 50%, or 50 out of 100 hours, can be earned through school sponsored activities (festivals, grounds beautification, etc.).
3. Students are responsible for obtaining copies of the Official Documentation Form from the College Bound Advisor's Office. This form is the only acceptable means of documenting hours, any other forms must be attached and submitted to the College Bound advisor.
4. It is recommended that the student obtain and keep copies of all service hours documented.