



## McKeel Academy of Technology Community Service Project (CSP) Pre-Approved Plan & Log

*A Community Service Project (CSP) is a student-led or planned project that identifies a social issue and makes a difference in the greater community. These projects allow students to explore meaningful solutions to community challenges while meeting scholarship and recognition requirements.*

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Graduation Year \_\_\_\_\_

### Agency Information

Name & Address of Organization	
Contact Person's Name	
Contact Person's Phone Number	
Contact Person's Email Address	

**In 2-3 sentences, explain what social issue(s) or community need(s) have you identified, and how will the project you plan to initiate have a meaningful impact on your community? *Example of social issues: Abuse, Animals, Education, Elderly, Environment, Health, Homelessness, Hunger, Poverty, Other.***

**CS Coordinator ONLY please initial: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Need More Info**



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**CSP Service Log:**

This section must be completed each time a community service project is performed. An electronic log or letter on letterhead from the agency may be accepted as well. A reflection is also required.

- Pre-Approval required
- Service hours must be recorded in 30-minute increments.
- A maximum of 8 hours may be credited per day.
- **No service hours during the school day.**
- After December 1, 2025, all community service, volunteer service, and paid work hours must be submitted within the same school year in which they were earned.

Date	Time spent	Activity completed/Task Performed
<b>Total # of community service hours spent with this organization</b>		

I \_\_\_\_\_ attest that \_\_\_\_\_  
 (organization representative's name) (student name)

has completed \_\_\_\_\_ hours at \_\_\_\_\_  
 (total service hours) (organization)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_