

# Westlake Christian Academy

## Student Community Service Reporting Form



Student Name & Grade \_\_\_\_\_ Apply to school year: \_\_\_\_\_

Organization's name \_\_\_\_\_

Mailing address \_\_\_\_\_

Community Service Supervisor \_\_\_\_\_ Phone number \_\_\_\_\_  
*please print*

Description of Community Service: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

	<b>DAY</b> <i>of the week</i>	<b>DATE</b>	<b># HOURS</b>	<b>INITIALS</b> <i>of supervisor</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

**TOTAL HOURS:**

**WCA STUDENTS:** Submit this form to the school office **BY THE END OF EACH SEMESTER.**  
 Please use a new form for each service organization you're working with and type of work you're doing.

*OFFICE USE ONLY* Processed by: Date:

# Westlake Christian Academy

## COMMUNITY SERVICE Rationale and Guidelines

Students in Grades 7 - 12



### RATIONALE

COMMUNITY SERVICE is a conscious and intentional component of the discipleship ministry of Westlake Christian Academy. It is an active effort to help students implement the spiritual and intellectual knowledge they are learning in the classroom. A key aspect of the Christian life is that we are called to serve others as Jesus Christ stated and did (Matthew 20:28 and Mark 10:45). But serving others is usually a learned character trait; it seldom develops by chance. That is why Westlake requires secondary students to engage in COMMUNITY SERVICE. The goal is far more than just putting in the hours. First and foremost, we desire that students develop a natural bent for helping others. We want our students to learn to see a need and act to meet that need. Thus, WCA incorporates this standard of COMMUNITY SERVICE into its curriculum.

### REQUIREMENTS:

- High School students must participate in 25 HOURS OF COMMUNITY SERVICE per school year, for every year in attendance at WCA, as a graduation requirement. Diplomas and final transcripts will only be released after all graduation requirements have been fulfilled.
- Junior High students must participate in 10 HOURS OF COMMUNITY SERVICE per school year.

### GUIDELINES

- To qualify, students should be serving with a formalized organization and the student must not be receiving a wage or remuneration. Preapproved service at school, outside of the normal school day, may also count towards community service hours.
- The organization could be a church, the local park district, a food pantry, a homeless shelter, a nursing home, a school, etc.
- Students are strongly encouraged to lock into a service ministry which provides regular service opportunities and enough hours to meet the standard and so they can have a noticeable impact.
- An official, supervisor, or other leader of the service/ministry organization must sign off on a description of the service activity and the date and the hours of service.
- COMMUNITY SERVICE does not receive a grade or credit; it is not included in the GPA calculation.
- This requirement will be prorated for those students who enroll after the start of the school year.
- Community service is to be conducted outside of the school day.

### REPORTING

- In order for students to earn COMMUNITY SERVICE, they are expected to submit this form to the school office, BY THE END OF EACH SEMESTER.
- Reporting forms are available in the school office.
- Service completed during the summer will count first toward the previous year's deficit, and excess hours will apply to the next year's requirement.

Rev. July 2025