



Mercy High School San Francisco

3250 Nineteenth Avenue
San Francisco, California 94132
415-334-0525
Fax 415-334-9726
www.mercyhs.org

A College Preparatory High School for Young Women

Community Service Form

PLEASE ATTACH A BUSINESS CARD OR ORGANIZATIONAL LETTERHEAD.

Student Name _____ Student # _____ Homeroom _____

As a requirement for graduation from Mercy High School, each student is responsible to perform volunteer service in her community through a non-profit organization. Thank you for serving as this student's supervisor. Please complete this form, attach your business card or agency letterhead, and return it to the student. She will complete the other side of this form and submit it to the community service coordinator at Mercy High School.

Agency Name _____ Contact Person _____

Address of Agency _____ Phone # _____

E-mail Address _____

This service will be accepted only if this organization is a federally-designated non-profit agency/organization.

Is this a non-profit agency/organization? Yes _____ No _____

Number of hours completed: _____ Service performed (circle): Summer Holiday After School Weekend

Times and dates of service: _____

Dear Supervisor: In the space below, please comment on the student's work. Please include as much information and insight as possible.

I am the above named student's supervisor at the above named agency. I confirm that she has completed the above number of volunteer hours at our agency.

Agency representative signature

Date

I verify that the above information is true.

Student signature

Date

Where young women prepare to make a difference in the world

STUDENT REFLECTION FORM

What does this organization do? What is its mission?

With whom did you work? Describe both the employees of the organization and the clientele.

What volunteer work did you do? Describe your most positive experience. Describe your most challenging experience.

Describe the person from the organization who influenced you the most. What did you learn from her/him?

What did you learn about this population and issue? Has the volunteer work changed your values, beliefs, opinions or perceptions?

What did you learn about yourself (skills, talents, interests) through this experience?