



THE MASTER'S ACADEMY

SERVICE HOUR STUDENT REPORT

STUDENT NAME _____ TOTAL HOURS ON THIS REPORT _____ GRAD YEAR _____

PLEASE COMPLETE THE ENTIRE FORM IN ORDER TO RECEIVE SERVICE HOUR DOCUMENTATION.

GIVE A BRIEF DESCRIPTION OF THE SERVICE YOU PERFORMED.

[Large empty box for describing the service performed]

HOW DOES THIS SERVICE FULFILL THE TEACHINGS OF THE BIBLE?

[Large empty box for explaining how the service fulfills biblical teachings]

IT IS THE STUDENT'S RESPONSIBILITY TO MAINTAIN THE VERIFICATION OF COMMUNITY SERVICE HOURS. TURN THIS FORM INTO THE GUIDANCE OFFICE AS SOON AS THE SERVICE IS COMPLETED. THE SERVICE MUST BE VERIFIED BY THE AGENCY VOLUNTEER COORDINATOR

Date	Hours	Organization	Supervisor's Name	Supervisor's Signature	Supervisor's Phone
Total					

GUIDANCE PERSONNEL ONLY: ENTERED ON _____ BY: _____

Guidelines and Procedures for Service Hours

Purpose:

Ministry to others is an essential part of the Christian life (Mt. 25:35) and a central focus of Christian education (Mk. 6:7). We serve God, in part, by serving others (Jn. 21:15). The Master's Academy encourages Christian ministry through sponsoring ministry projects, mission trips, and service hour opportunities. Our mission is to instill the practice of excellence in service to others.

Benefits to the student:

- Service brings honor to God, blessings to others, and personal growth to the server.
- Service provides leadership opportunities.
- Service within certain areas could provide career or educational direction.
- The National Honor Society requires 16 service hours per year.
- Florida Academic Scholars Award through the Bright Futures Scholarship Program require a total of 100 service hours accumulated anytime during high school.
- Other scholarships based upon service and leadership require service hours. (i.e. Prudential Spirit of Community Award, Wendy's Heisman Award, etc.)

Guidelines:

1. Service hours will only be documented for work done for or through 501c3 organizations such as churches, mission organizations, community organizations, hospitals, nursing homes, or other charitable organizations.
2. Students are encouraged to serve in or through their local church if at all possible. Students should speak to the appropriate pastor or lay leader in their local church to seek an opportunity to serve.
3. Students should not skip weekly corporate worship (He. 10:25) to participate in service hours.
4. Students may document a maximum of eight service hours per calendar day.
5. Service hours will not be documented for any activity project, or class that is already part of the student's curriculum, i.e. ministry days.
6. Any non-TMA sponsored service done during the school day will not be documented.
7. Students may not document service hours if they receive a financial remuneration or some other benefit (including class credit) for their work.
8. Service hours may not be conducted for, or supervised by family.
9. Students may not document a service activity where there is no leader or responsible adult (other than a parent) on site to evaluate and confirm the student's performance.
10. Service hours will only be documented with the completion of the Service Hour Student Report Form
11. Documented service hours may count towards both National Honor Society and Bright Futures, simultaneously.

Procedure: How do I get the hours documented?

1. Forms are available in the guidance office, the upper school office or online on the guidance page of the TMA website.
 - Service Hour Student Report Form - To be completed by the student to record hours, activity, dates, supervisor, etc.
 - This form needs to be used at the completion of each different service project.
2. Completed forms are turned into the upper school office or the guidance office.
3. The guidance office will maintain a service hour file on FACTS for each participating student. Students and parents may view accumulated hours through FACTS.
4. Any questions should be directed to guidance@mastersacademy.org