



## Frankford Township School District

**Braden Hirsch**  
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### PROCEDURES FOR OBTAINING COMMUNITY SERVICE HOURS

1. Scan the list of sites, clubs, agencies, and organizations that serve our community. Choose some area that interests you and contact a facility in our area. Search the web or the phone book for contact information.
2. Go online to the Frankford website to obtain the Hours Documentation Form along with the Post-Service Reflection Requirements. **The form and the essay need to be completed exactly as directed.** Once you have completed your community service, filled in the form, and written your essay, return the information to Ms. Orr or Mrs. Morschauser mailboxes in the main office on or before the final deadline submission date of May 1, 2012.
3. If you have an idea for community service but do not see your idea represented on the Agencies, Clubs, and Organizations Serving Our Community list, you'll need e-mail Ms. Orr or Mrs. Morschauser for approval. Your site must be approved before doing your community service.
4. Community service activities may be offered by classroom teachers.
5. Community service activities may be offered after school.
6. Non-profit organizations may also contact Frankford in need of volunteers for upcoming events. Be sure to bring an Hours Documentation Form with you when you attend any activity.

**If you have questions contact:**

**Ms. Orr** [orm@frankfordschool.org](mailto:orm@frankfordschool.org)

or

**Mrs. Morschauser** [MORSCHAK@frankfordschool.org](mailto:MORSCHAK@frankfordschool.org) (case sensitive)