

Burnaby North Secondary School

Service Hour Record Sheet 2021-2022

Month(s): _____ (Note: Record Sheets should be submitted every two months. See reverse for specific dates.)

Name: _____ Grade: _____ Student Number: _____

(PRINT CLEARLY)

Note: Only service to Burnaby North Secondary completed this school year will be accepted.

Number of hours completed	Name of club or activity	Give a <u>detailed</u> description of the service completed <i>**incomplete descriptions will not be counted**</i>	Teacher's Signature <i>**missing signatures will not be counted**</i>	Teacher's Name (PRINTED CLEARLY) <i>**missing names will not be counted**</i>

TOTAL number of Service Hours: _____ (no partial hours – round up or down)

Service Award Criteria

Service awards are in recognition of students giving outstanding service to Burnaby North Secondary School. Awards presented are determined by the amount of service that students volunteer to the school community. All possible candidates for a service award must demonstrate a responsible attitude towards their educational goal.

Service:

- Must be completed during the **current school year**
- Must be to the **Burnaby North Secondary School community**
- Must be completed **outside of regular class time**
- Must **not be used to gain credit** towards any course or grade (eg. PE Leadership)
- Must **not include paid work** (eg. Score-keeping fee)
- Must **not include regular club meetings or activities**

Submitting Record Sheets:

Service Hour Record Sheets are due every two months. Below is a schedule of the deadlines for the 2020-2021 school year.

Months	Record Sheet Due Date
September/October	Friday, November 5
November/December	Tuesday, January 11
January/February	Friday, March 4
March/April AND May/June projections	**Friday, APRIL 29**

*******PLEASE NOTE THE EARLY DEADLINE FOR THE FINAL SUBMISSION...NO LATES WILL BE ACCEPTED*******

Please submit record sheets to the SERVICE HOURS LETTER TRAY at STUDENT SERVICES