



Lawrence Academy

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Instructions for getting your community service hours verified

If you participate in a LA –sponsored CS project, the hours will be verified by the faculty member working with you and then will be entered into our system. Weekend community service projects are listed on our [Community Life sign-up site](#).

If you volunteer on your own in your home community or elsewhere follow these steps to get your hours verified and put into our system: *(We no longer have a form; the verification comes from the organization you volunteer with.)*

- Volunteer for a non-profit organization (i.e. church, school, boys & girls club, town youth sports, food pantry, soup kitchen, homeless shelter, other human service organizations, special fundraisers through organizations, etc.)*
- The person who supervises you or the coordinator of the event needs to verify your service in one of the following ways: *(This may not come from a person related to you.)*
 - Writes and signs a letter on the organization’s letterhead stating your name, volunteer date, hours/minutes completed and the activity. You need to give that letter to Mrs. Clark in student life.
 - Sends an email from their organization’s email to Mrs. Clark (tclark@lacademy.edu or studentlife@lacademy.edu) stating your name, volunteer date, hours/minutes completed and the activity. If a personal email is used (gmail, yahoo, icloud, etc.), the volunteer supervisor must include her/his contact information.
 - Presents you with a certificate of completed community service hours for the organization or event signed by a coordinator or director of the organization.

If you have questions contact Tanya Clark (tclark@lacademy.edu) or Kimberly Poulin (kpoulin@lacademy.edu).