BEST High School

Community Service Documentation Guidelines

Students must complete the following documentation and submit with application to school:

1. Complete at least 40 hours of community service with a non-profit or other service organization.
2. Record the name of the organization, the dates, number of hours worked, name of supervisor, and a brief description of work completed.
3. Have a supervisor from each organization write a brief letter (on official letter head) indicating that you respectfully performed community service with them.

   Address to: **Principal, BEST High School, 10903 NE 53rd Street. Kirkland, WA 98033.**

Student Name				
Organization	**Date**	**Hours worked**	**Supervisor Name**	**Brief description of work completed.**

Student Name				
Organization	**Date**	**Hours worked**	**Supervisor Name**	**Brief description of work completed.**