



**Anabasis Chapter  
National Honor Society  
Service Hours Record**

Student:	Grade Level:
Homeroom:	
Location/Address of Service:	
Activity Description:	
Printed Name and Position of Sponsor/ Signature:	
Contact Phone #:	
Email:	

DATE	START TIME	END TIME	TOTAL HOURS

NOTE: Do not include Anabasis Chapter projects on this form. Please see back of this form for service hour guidelines. I certify that the above information is a true and accurate reflection of the service performed.

STUDENT SIGNATURE: \_\_\_\_\_

**\*\*\*(PLEASE READ THE REVERSE SIDE OF THIS FORM SO YOU ARE AWARE OF THE GUIDELINES!!!)\*\*\***

**Guidelines for Service Hours Projects for Anabasis Chapter NHS Members:**

1. Service hours shall directly benefit the school or local community. Service Projects are approved each school year by the NHS adviser and/or Faculty Council—if in doubt, ask the NHS adviser to ensure that your volunteer hours are indeed counted as service hours for NHS.
2. Approved service activities must occur at a community location and/or event such as schools, mission work, church, nursing homes, hospitals, health care or veterinary clinics, animal shelters, libraries, or other venues. (See #7 below)
3. NHS members may not receive payment, award, recognition, or earn a grade for service hours.
4. NHS members may not duplicate service hours from other organizations and apply them to their NHS service hours.
5. Service hours may NOT be signed off by a family member. If the service hours are sponsored by a family member/relative, then you must find another official at the event to sign as a sponsor.
6. Hours performed at a for-profit business, even if done for no compensation, will NOT be used towards maintaining membership in NHS.
7. Babysitting for children or running errands like lawn care, raking, etc., or others (such as for an elderly neighbor, for example), unless connected with a specific non-profit institution or facility as listed above, will normally not be used towards maintaining membership in NHS. However, during the pandemic in the 2020-2021 school year, this requirement has been WAIVED.
8. Service hours must be documented on this form or the hours will NOT be used towards maintaining membership in NHS.
9. Accompanying certificates and other official documents/letterhead from the service project sponsor are always preferred as additional documentation of service hours but may not replace the proper completion of this form: the “Anabasis Chapter National Honor Society Service Hours Record.” If you use such a document, then you still need to complete this form fully, indicating “see attached) where appropriate, and attaching the document to the form. If not submitted in this way, the hours will NOT be used towards maintaining membership in NHS.