Academic Year: _____

Scholarship Community Service Hours Report Form

Ver. 3/2024

Check One: ☐ Downing ☐ DeSpain ☐ Stahl ☐ Hedges-Barnett ☐ Moore ☐ Ruble ☐ Reetz ☐ Walden

Print Name (*sign below*): _____

10 hours of community service are required as a condition of receiving a Hayswood Foundation scholarship, and in order to reapply to retain that scholarship. Explain in detail, below, the service performed and persons or group benefiting from the service.

Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours

Agency & Agency Representative (please print)	Agency Representative Signature (cannot be a student)	Agency Phone No.

Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours

Agency & Agency Representative (please print)	Agency Representative Signature (cannot be a student)	Agency Phone No.

Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours

Agency & Agency Representative (please print)	Agency Representative Signature (cannot be a student)	Agency Phone No.

I certify that the above information is correct to the best of my abilities.

Hours (*this sheet*): _____

Total Hours Submitted: _____

Student Signature: _____ Date: _____

See instructions on back for completion and submission. KEEP COPY FOR YOUR RECORDS.

Hayswood Foundation, Inc., 135 W. Second Street, Suite 1A, P.O. Box 208, Maysville, KY 41056 Email: hfound@att.net

Scholarship Community Service Requirement

Requirement Basics

Recipients of scholarships administered by Hayswood Foundation, Inc. are required to complete 10 hours of community service. Information about service activities completed must be logged on the report provided by the Foundation, and submitted to the Foundation office as proof of compliance. Completion of the hours and submission of the report are required for a scholarship to be considered for future renewal. Recipients with no future years of eligibility remaining are also expected to complete the service hours as a condition of being a current recipient.

Qualifying Activities

There is no set list of activities that qualify, simply a hope that they will involve services designed to improve the quality of life for the general public, or for solving problems related to public needs. These will be activities performed as a volunteer. Certainly, we would like for your volunteer work to be done in your home community. However, we understand that you may have more opportunities to pick up hours at activities occurring where you are studying.

Completion Time Period

If you are doing this as a requirement to reapply for your scholarship for the following college year, your service may be completed at any time from May 1st up to the due date for your renewal application (It is urged that you submit your renewal application and complete your hours as soon as practical.). If this is your final year to receive a scholarship, and you will not be reapplying, we ask that you complete your service hours by April 15th.

Report Submission

Completed community service activities must be reported on the form provided by the Foundation, which is available on our web site, www.hayswood.org, or can be obtained by emailing a request to hfound@att.net. You may submit reports at any time during the completion time period, even if for only a portion of the 10 hours required. Reports may be mailed or delivered to our office at 135 W. Second Street, Suite 1A, P.O. Box 208, Maysville, KY 41056. They may also be scanned and emailed to hfound@att.net. Be sure to keep a copy for your records, in the event that resubmission is necessary.