



**GATEWAY HIGH SCHOOL  
SENIOR VOLUNTEER COMMUNITY SERVICE 2022  
FROM "EARN BACK TIME" PROGRAM**

Student Name (Print): \_\_\_\_\_ Grade: 12

Number of Volunteer Hours needed (rounded up to the next half hour increments): \_\_\_\_\_  
as of \_\_\_\_\_

Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency/Volunteer Organization:  
\_\_\_\_\_

Agency/Volunteer Address:  
\_\_\_\_\_

Agency Phone Number: \_\_\_\_\_ Number of Volunteer Hours Completed: \_\_\_\_\_

Type of Volunteer Work Performed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Authorized Name (Print):  
\_\_\_\_\_

Thank you for your participation!

\*Volunteer hours must be done WITHOUT monetary gain or academic grade/credit.

\*Only volunteer hours done for a non-profit organization or event will be accepted.

\*Volunteer hours with a business do not count unless it's for charitable purposes; hospitals count.



“Earn Back Time” Guidelines for Volunteering

1. You must keep track of your hours and complete any required “Earn Back Time” before purchasing your Prom ticket(s). Completed forms and hours are due by April 11 and turned into the main office.
2. Students must complete volunteer hours WITHOUT monetary gain or academic grade/credit. Only volunteer hours done for a non-profit organization or event will be accepted. Volunteer hours with a business do not count unless it’s for charitable purposes; hospitals count.
3. Students, who volunteer between March 21 and April 11th may “Earn Back Time” for tardies over the allotted 15 per the GHS Handbook.
4. Students must complete a Student Agreement form before beginning community service hours. Students will meet to discuss how many minutes are needed to make up their tardies, which will be rounded up to the next half an hour, and sign that they will not accrue any additional unexcused tardies between the agreement form date and the Prom on May 12, 2023.
5. This is only an option for GHS Seniors in good academic standing who have exceeded their 15 unexcused tardies for the 2022-2023 school year. This program is not an option for students with three or more OSS or ISS combinations or students with behavioral concerns as deemed so by the administration.

| Date | Hours Volunteered | Student Signature | Authorized Signature |
|------|-------------------|-------------------|----------------------|
|      |                   |                   |                      |
|      |                   |                   |                      |
|      |                   |                   |                      |
|      |                   |                   |                      |
|      |                   |                   |                      |
|      |                   |                   |                      |

Parent/Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



## “Earn Back Time” Student Agreement Form

Student's Name \_\_\_\_\_

Number of Volunteer Hours needed (rounded up to the next half hour increments): \_\_\_\_\_  
as of \_\_\_/\_\_\_/2023

I (Student name) \_\_\_\_\_ have read and agree to the above “Earn Back Time Policy.”

I understand that I may not receive any additional unexcused tardies between the dates of (Today's Date) \_\_\_\_\_ and the prom on May 12, 2023.

I also understand that IF these volunteer hours are forged or incomplete, the “Earn Back Time” agreement will be null and void. I will NOT be permitted to make up any incomplete or forged hours, I will NOT be allowed to attend prom, and I will NOT be issued a refund for my ticket or my guest's ticket (if applicable).

Any additional unexcused tardies will void the “Earn Back Time” agreement, and I will NOT be permitted to attend the prom, and I will NOT be issued a refund for my ticket or my guest's ticket (if applicable).

If any additional discipline issues arise, or I become ineligible to attend prom based on other reasons (as per the GHS student handbook), I will NOT be eligible to participate in the prom. Additionally, I will NOT be issued a refund for my ticket or my guest's ticket (if applicable).

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GHS Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*All hours must be completed, and forms must be returned to the main office by April 11, 2023.

\*No refunds will be given if students do not meet all the above requirements.