



Columbus Torah Academy High School Community Service Program

Encouraging Columbus Torah Academy students to give to others, all high school students are required to fulfill 15 hours/year of community service. It is the hope of CTA that our students will learn to look for opportunities to help others and then follow-through on offering their assistance.

It is the responsibility of each student to submit signed forms to Mrs. Delman in order to receive credit for having completed community service hours. The submission of the form is not the responsibility of the supervising adult; it is the responsibility of the student. Emails and phone calls do not substitute for completed and signed forms. This form should be filled out completely and submitted in the Community Service Hours mailbox on the Front Desk at CTA. (Students who complete their Community Service Hours in multiple locations will use multiple forms.)

Student Name: _____ **Grade:** _____

Site of Community Service: _____

If Peer Tutoring, check box and fill out back of form

Day of Service	Date of Service	Hours of Service (i.e. 9:30am-1:00pm)

Total Number of Hours on this form: _____

Description of Service: _____

Name of Supervising Adult: _____

Position: _____

Phone number: _____

Email Address: _____

Signature of Supervising Adult: _____ Date: _____

By signing, I verify that the CTA student named on this form completed the community service described above.

Peer Tutoring

1. If a student needs help, s/he can ask the teacher to assign a peer tutor. A teacher may also recommend it to a student who needs help.
2. Peer tutoring sessions can be ongoing, or as needed, depending on the student's need.
3. The teacher has to agree that this will help a struggling student- two students choosing to study together for a test does not count for peer tutoring - though it is still encouraged.
4. The peer tutor must be agreed upon by the teacher, tutor and student. The peer tutor must meet the following requirements:
 - a. Not be a sibling.
 - b. Be in a different class
 - c. Cannot be an assignment that is common to both students
5. The peer tutoring session **MUST** be at school, such as during lunch or after-school, for at least 30 minutes per session.
6. Before the Session: Fill out the Pre-Approval section below. Be sure to get the signature of the teacher.
7. After the Session(s): Write on the sheet what was accomplished and give back to teacher to sign for FINAL approval.
8. Up to 5 hours of peer tutoring can count for Community Service Hours for the tutor. The tutor should fill out a Community Service sheet and have the tutored student's teacher sign it.

Pre-Approval:

Name of Teacher of student who will receive tutoring: _____

Name of student to receive tutoring and name of class: _____

Signature of recipient's Teacher : _____ Date: _____

Day & Date of Tutoring	Start & End time of Tutoring	Location of Tutoring	Content of Tutoring

Total Number of Hours: _____

After the Session(s): *I attest that I tutored the student named above for the hours listed, and the tutoring was pre-approved by the recipient's teacher.*

Signature of Student Tutor: _____ Date: _____