

**MAST@Homestead**  
**Community Service Procedures**  
**2024-2025**

**I. Community Service Requirements for graduation**

- A. 150 Hours (See school website for what is approved and not)
- B. 500 for silver graduation cord
- C. 1000 for gold graduation cord
- D. The system can only log up to 999 hours, but you can turn in more.
- E. **Keep a folder with all your letters of proof...it can come in handy for scholarships and when writing your resume.**

**II. Paperwork for community service - [mastmedical.org](http://mastmedical.org)**

- A. Go to "Activities" and then "Community Service"
- B. You must complete **ONE** essay for **ONE** of your community services projects with the first form. Review what to include in essay...**MUST BE TYPED**
- C. All log forms **must be typed** and completely filled out to be accepted
- D. Download the paperwork to document your hours.
- E. Attach original letter verifying your hours. Letters must be on letterhead.
- F. Paperwork must be signed by you and your parent / guardian.
- G. Look at an example.

**III. Submitting Hours**

- A. E-mail community service log, letters of verification, and essay to [wamolina@mastacademyhomestead.org](mailto:wamolina@mastacademyhomestead.org)
- B. **In the subject:** Your name, class, and CS Hours  
(ex. Wendy Molina 2025 CS Hours)
- C. If you have a physical letter you will need to scan it to e-mail it to me. You can download a free app that scans documents.
- D. You may turn in hours as many times as you want. **You must provide a new log with the letters each time. Do not include things on the log that you have already submitted.**

**IV. Miscellaneous**

- A. If you never got a letter from the organization you were doing hours for, you need to contact them and ask them to e-mail or mail it to you.
- B. Please do not procrastinate!!!
- C. Seniors who still owe me hours or have additional hours to add, please send them ASAP!

**2024-2025 Due Dates**

<b>Class</b>	<b>Begin Submitting</b>	<b>Final Day to Submit</b>	<b>Notes</b>
2025	September 3, 2024	January 10, 2025	Service cord eligibly will be determined on Jan. 12 <sup>th</sup> (no exceptions)
2026	September 3, 2024	April 17, 2025	Must meet deadline to appear on transcripts for college.
2027	November 4, 2024	March 14, 2025	Not mandatory to submit hours this year
2028	November 4, 2024	March 14, 2025	Not mandatory to submit hours this year

