



Ardenne High School

10 ARDENNE ROAD, KINGSTON 10, JAMAICA, W.I.
TEL: 876 927-8138 • FAX: 876 927-4786
WEBSITE: ardennehigh.com • E-mail: ardenne_high.saw@moe.gov.jm

September 7, 2026

TO WHOM IT MAY CONCERN

Dear Sirs,

Re: Community Service for _____ of grade _____

Ardenne High School has introduced a Community Service Programme for Grades 9 – 13 students. The major objective of the Programme is to encourage students to participate in local, regional or international community activities which should assist them in becoming better and more productive citizens. It is further predicated on the school's fifth core value of **Volunteerism**.

Community Service is designed to help students to:

- I. Demonstrate dedication and commitment to the environment and the welfare of others;
- II. Show creativity and innovation in the execution of tasks;
- III. See themselves as having a social responsibility to their school, the local, regional and global village;
- IV. Matriculate for colleges or universities as well as for job placements.

We are inviting you to partner with us in fulfilling this objective of producing citizens who exhibit a spirit of volunteerism and concern for others and their environment.

Students are required to identify an organization and volunteer their service where needed. At the end of their tenure, the organization's representative to whom they report are asked to do an evaluation of their task and conduct. The student being accepted to your organization should present his or her school's **Identification Card**, a **Task Card**, a **Qualitative Evaluation Form** and a **Time Card**.

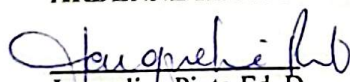
Students are expected to do a number of hours based on their grade level as indicated below:

Grade 9 = 15 hours	Grade 12 = 20 hours
Grade 10 = 15 hours	Grade 13 = 20 hours
Grade 11 = 15 hours	

To indicate your acceptance of this partnership with the parents/guardians of this child/ward please sign, detach and return the Commitment Form below. We have also attached a procedural guideline to assist you in assigning tasks and completing the required forms.

We thank you for your kind support of an outstanding programme and hope that we will be able to work together to build civic-minded leaders for the future of our nation.

Yours truly,
ARDENNE HIGH SCHOOL


Jacqueline Pinto Ed. D.
Interim Principal

With God As Guide Seek The Best

Rev. Dave Gosse Ph. D., Chairman



ARDENNE HIGH SCHOOL COMMUNITY SERVICE

Commitment Form

Name of Student: _____ Class: _____

Name of Organization: _____

Address: _____

Telephone No/s: _____

Email: _____

Assigned Task:

No. of Hours per session: _____

Estimated start/completion date: _____

Name of Supervisor: _____

Position: _____

Signature: _____

Organization Stamp:

Date: _____

THIS FORM MUST BE THOROUGHLY COMPLETED BY THE ORGANIZATION'S REPRESENTATIVE AND RETURNED TO THE PROGRAMME COORDINATOR BEFORE THE STUDENT STARTS THE SERVICE.
IF AN ORGANIZATION DOES NOT HAVE A STAMP, A LETTER OF EXISTENCE, CERTIFIED BY A JUSTICE OF THE PEACE MUST ACCOMPANY THIS FORM.



A.H.S COMMUNITY SERVICE PROGRAMME

ASSIGNING TASKS

GUIDELINES FOR ORGANIZATIONS

1. Students are required to complete the following:
 - Grades 9, 10 & 11 – Minimum of **5 tasks** with a duration equivalent to **15 hours**
 - Grades 12 & 13 – Minimum of **5 tasks** with a duration equivalent to **20 hour**
2. The duration of a **valid** community service task should range from:
 - **1 – 3 hours** for grades 9, 10 & 11 students
 - **1 – 4 hours** for grades 12 & 13 students
3. Students are only allowed to use **1/3** of their total hours doing **clerical tasks**.
 - Grades 9 to 11 = **5 hours**
 - Grades 12 & 13 = **7 hours**
 - Clerical jobs involve duties like answering phone calls, taking messages, handling mail (including email), scheduling appointments, sorting and filing documents, shelving, maintaining records, faxing, scanning, making copies, data entry, typing and word processing, receiving customers and visitors and assisting customers.
4. Each organization/supervisor will be required to complete a set of documents for each student to submit to the AHS community service coordinator upon completion of their service. Each grade level is given specific submission dates. The tentative deadline periods for the submission of community service documents are as follows:
 - Organization Commitment Form
 - ✓ Grades 13 – **October 30, 2026**
 - ✓ Grade 11 – **October 30, 2026**
 - ✓ Grade 10 – **November 30, 2026**
 - ✓ Grade 12 – **November 30, 2026**
 - ✓ Grade 9 – **November 30, 2026**
 - The Task Card, Time card, Qualitative Reports
 - ✓ Grades 13 – **February 2027**
 - ✓ Grades 11 – **February 2027**
 - ✓ Grades 12 – **March 2027**
 - ✓ Grades 10 – **April 2027**
 - ✓ Grades 9 – **May 2027**