



To incorporate the values of servant leadership exemplified by our founder, Princess Bernice Pauahi Bishop, Kamehameha Schools (KS) requires all college scholarship recipients to provide community service as part of the scholarship disbursement criteria. Recipients of select scholarships must perform a minimum of fifty (50) hours of community service from July 1, 2024 through June 30, 2025. For more information, visit the KS Financial Aid and Scholarship Services website at www.ksbe.edu/college.

Community service must meet the following criteria:

- Performed through a non-profit organization
- Is unpaid
- Does not benefit Kamehameha Schools’ students/staff/programs
- Does not benefit political campaigns, programs, or parties
- Required internship or practicum hours will not be accepted. However, hours in excess of the internship and practicum requirement may be reported as community service as long as the activities meet all other guideline criteria.

Note: Students are encouraged to perform service within their own community for an organization that benefits a Native Hawaiian, indigenous, or underserved population.

Instructions to a complete CSR form:

- **Complete All Fields:** Ensure that every field on the form is filled out.
- **Separate Forms for Each Organization/Work Site:** Use a different CSR form for each community service organization or work site.
- **Specify Details:**
 - Individual Dates: Record the specific dates of community service performed (MM/DD/YY). Date ranges or periods are not acceptable.
 - **Service Hours:** Report the number of community service hours performed in whole or quarter-hour increments (e.g., 6.25 hours = 6 hours and 15 minutes; 7.50 hours = 7 hours and 30 minutes; 8.75 hours = 8 hours and 45 minutes).
- **Work Description:** Provide a brief description of the work or services you performed (e.g. working in lo’i, feeding the homeless, tutoring children).
- **Signature and Date:** Sign and date the form after completing the final date of community service.

EXAMPLE of tracking Community Service hours:

| Date (MM/DD/YY) | No. of Hours | DESCRIPTION OF COMMUNITY SERVICE PERFORMED |
|--------------------|-----------------|---|
| 11/26/18 | 8.00 | Cleaned the ocean and beach of invasive species of ogo. Farmers will use the ogo for compost. |
| 06/30/19 | 2.75 | Updated database with volunteer names, etc. and number of hours performed for organization. |
| Total Hours | 10.75 | |



Name: LAST _____ FIRST _____ MI _____
Please PRINT

DATE OF BIRTH ____/____/____ EMAIL _____

Academic Year (AY) Reporting For: AY 2023-2024 (07/01/23 - 06/30/24)

Name of Organization: _____
(Note: If applicable, provide the name of the school and the organization where you completed your service.)

Organization Type: Non-Profit | For-Profit | Other

Organization Location: City: _____ State: _____

Name of Supervisor: First name: _____ Last Name: _____
(Note: This person must not be a member of your immediate family.)

Contact Phone: (____) _____ - _____ Contact E-mail: _____

*List EACH date of activity performed. Date ranges are NOT acceptable. Attach additional timesheets, if necessary.

| Date (MM/DD/YY) | No. of Hours | Description of activity completed (i.e. cleaned the loi; fed food to senior citizens, etc.) |
|-----------------|--------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL HOURS | | |

REFLECTION STATEMENT

What did you gain through your community service experience? (Select all that apply)

- Broadened cultural and spiritual knowledge | Leadership/Networking opportunities | Career insight/experience
 Sense of fulfillment from helping others | Increased personal and academic skillset

STUDENT CERTIFICATION

I certify that this is an accurate and true record of the Ho'oulu Kaiāulu Community Service Report and that I performed the declared service hours. I understand that any false statement may jeopardize my eligibility to receive future funding and I may be responsible to repay funds already disbursed to me.

Student's Signature

Date (MM/DD/YYYY)

Submit form to: KS Resource Center, 567 S King St., Suite 102, Honolulu, HI 96813
Email: kcollegescholarships@ksbe.edu