

**Student Application for the Virginia Board of Education  
Diploma Seal for Excellence in Civic Education**

**DUE TO MRS. HAMMERS (D105) BY FRIDAY, APRIL 12, 2019 AT NOON.  
NO LATE APPLICATIONS WILL BE ACCEPTED AS DIPLOMA SEALS MUST BE ORDERED.**

**To earn a Board of Education Diploma Seal for Excellence in Civics Education a student must satisfy each of the following four criteria:**

- 1) Meet the requirement to earn a Standard Diploma or an Advanced Studies Diploma. **AND**
- 2) Complete **both** Virginia and United States History and Virginia and United States Government courses with a **grade of “B”** or higher. **AND**
- 3) Complete **50 hours** of voluntary participation in **community service** or extracurricular activities during the entirety of the high school career (over 4 years). Acceptable activities include:
  - a) Volunteering for a charitable or religious organization that provides services to the sick or less fortunate
  - b) Participating in Boy Scouts, Girl Scouts, or similar youth organizations
  - c) Participating in JROTC
  - d) Participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly
  - e) Participating in school-sponsored extracurricular activities that have a civics focus.

Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement. **AND**

- 4) Have **good attendance** and **no disciplinary infractions** as determined by local school board policies.

**Directions to Applicants:**

1. Complete **all** designated sections of the application and obtain a parent’s or guardian’s signature of approval. **Print all information legibly in pen.**
2. Verify 50 hours of voluntary community service or military enlistment and **staple your TYPED verifying documentation to this sheet.**
3. This application must be completed by **FRIDAY, APRIL 12, 2019** and turned in to **Mrs. Hammers (Room D105)** who will review that the application is complete and verify that you have met the criteria for the Virginia Board of Education Diploma Civics Seal. The application will then be given to the Guidance Department for verification of the academic information and attachment of an official transcript. Administration will then assess the application regarding attendance and any disciplinary matters.

**Part I: Student Information**

**Date Submitted:** \_\_\_\_\_

**FULL Name of Student Applicant:** \_\_\_\_\_

**Name of Assistant Principal:** Dr. Kitchens

**Name of Guidance Counselor:** Mrs. E. Creamer

**Application for Virginia Board of Education Diploma Seal for Excellence in Civic Education (p. 2)**

**Student's Name:** \_\_\_\_\_

**Part II: Verification of Student Volunteer activity/activities**

Verification of completion of 50 hours of voluntary participation in community service or extracurricular activities. **Check all activities that apply:**

- \_\_\_\_ Volunteering for a charitable or religious organization that provides services to the sick, or less fortunate
- \_\_\_\_ Participation in Boy Scouts, Girl Scouts, or similar youth organization
- \_\_\_\_ Participation in JROTC
- \_\_\_\_ Participation in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly
- \_\_\_\_ Participation in school-sponsored extracurricular activities that have a civics focus.
- \_\_\_\_ Enlistment in the United States military prior to graduation will also meet this requirement.

**Students must provide the following TYPED documentation on separate, attached pages for each activity claimed. This INCLUDES military commitment and participation in ROTC:**

- 1. Name of organization or volunteer activity**
- 2. Name of supervisor or sponsor**
- 3. Brief description of student's involvement**
- 4. Number of hours volunteered**
- 5. Signature and contact *phone number* of supervisor, coordinator, or recruiting officer**

**Part III: Parent's (Guardian's) Signature**

I have reviewed my student's application for the Virginia Board of Education Diploma Seal for Excellence in Civic Education.

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

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**For Office Use ONLY: (students are NOT to complete this portion of the application)**

**Part IV: Verification of Good Attendance and No Disciplinary Infractions**

This student has good attendance and no disciplinary infractions in the current academic year.

Assistant Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part V: Verification of Eligibility by Guidance Department**

This student's application is complete and appears to satisfy the four criteria for the **Virginia Diploma Seal for Excellence in Civics Education** (contingent upon receiving a final grade of "B" or higher in VA-US Government).

Guidance Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part VI: Verification of Grades**

Faculty will attach a copy of your transcript of grades through the first term of your senior year.

Verification of "B" or higher grades in the following courses:

Virginia/United States History: Final Grade: \_\_\_\_\_

Virginia/United States Government: Final Grade: \_\_\_\_\_