2020-2021 VOLUNTEER SERVICE HOURS VERIFICATION FORM

Please print all information legibly. Complete form **(both sides)** and return to Mr. Calderón Rm. 209 with all required signatures and contact information. Incomplete forms may not be accepted.

STUDENT NAME: _____ **STUDENT ID NO.**: _____
(Write Legibly) (Write legibly)

CURRENT GRADE LEVEL: 9th 10th 11th 12th **CLASS OF (Circle One)**: 2021 2022 2023 2024

Volunteer service is defined as giving time, effort and talent to benefit a community need or cause without monetary gain.

Volunteer service includes volunteer efforts for the benefit of:

- ⇒ Non-profit organizations
- ⇒ A public school (helping tutor middle or high school students)
- ⇒ Your church
- ⇒ A hospital, or
- ⇒ The community (may include school service learning projects) of which you are not a direct beneficiary.

You **may not include**:

- ⇒ time spent helping family members, or working for a family business
- ⇒ community service required by the court system *(which includes Teen Court*), or
- ⇒ regular participation in:
  - church services,
  - civic or church musical groups,
  - community theater, or
  - arts organizations

Additionally, **you may not count** any hours:

- ⇒ For which you have received pay or a class grade
- ⇒ During the regular school day (includes school internships)
- ⇒ In exchange for donations (i.e. food cans/clothes)

Volunteer service conducted through an **off campus group or organization** must be verified by providing the signature and phone number/e-mail of the person in charge of the activity. **Beneficiaries are Not Allowed to double or triple volunteer hours.**

If the service was performed through a **school club or organization**, the sponsor's signature will suffice and is only necessary if the school club or organization is NOT providing their cumulative records.

If you have any questions concerning what qualifies as volunteer service for the purpose of completing this form, check with Mr. Calderón or Mr. Sattizahn.

The hours recorded on this sheet should be limited to those acquired between April 1, 2020 and April 30, 2021.

DUE BY MONDAY, APRIL 30, 2021

You are encouraged to return this sheet early once you have obtained the appropriate signatures!

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Please fill in the following information concerning your volunteer service.

Beneficiary & Date (Fill in legibly the full name of the organization or the place where you volunteered**)** *Write legibly*	**Specific Description of Service** **(Include a description of your task; briefly list new learning or new skills acquired.)** *Write legibly*	**Total volunteer hours performed** **(Does not include travel time to and from event.)** *Write legibly*
Name of Non-Profit Organization : ***Date or range of dates you volunteered :***		_____ ***Total Hours***

I, the undersigned, do hereby attest that all information provided on this form is true and recorded accurately, to the best of my knowledge.

_____
Student Signature

Name of Person in Charge of Volunteer Event: _____

Signature of Person in Charge of Volunteer Event: _____

Phone No.: (_____)_____ or E-mail _____

After the committee reviews your submitted hours, the results will be posted, and a digital copy of this document will be placed in your Irving ISD Google Drive Volunteer Portfolio. You may find your portfolio by searching for your student ID number in your academic Google Drive. Adequate time will be allowed to question or challenge the total volunteer hours accepted. However, this must be done by appointment with the Volunteer Service Liaison prior to April 14, 2020. Send your volunteer questions to **jcalderon@irvigisd.net.**

Attention Singley Academy student*: It is highly recommended that each student store a copy of their volunteer efforts. One can achieve this by storing an image of each form/document and storing it in the cloud (i.e. student Irving ISD Google Drive) before submitting.*