2021-2022 VOLUNTEER SERVICE HOURS VERIFICATION FORM

Please print all information legibly.
Complete form **(both sides)** with all required signatures and contact information.
Incomplete forms may not be accepted.
Return to Mrs. Blalock in Rm. 265 or Mr. Calderón in Rm. 209.

STUDENT NAME: _____ STUDENT ID: _____
(Print)

CURRENT GRADE LEVEL (Circle One): 9th 10th 11th 12th **CLASS OF (Circle One)**: 2025 2024 2023 2022

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
- ⇨ Public Schools
- ⇨ Churches
- ⇨ Hospitals
- ⇨ School Service Learning Projects

You **may not include**:

- ⇨ Helping Family Members
- ⇨ Working for Family/Private Business
- ⇨ Court Ordered Community Service
- ⇨ Court Mandated Teen Court
- ⇨ Regular participation in:
  - church services
  - civic or church musical groups
  - community theater
  - arts organizations

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

- ⇨ For which you received pay or a grade
- ⇨ Worked during regular school day *(includes school internships)*
- ⇨ Worked in exchange for goods *(i.e. food, clothing, favors)*

Volunteer service conducted through an **off-campus group or organization** must be verified by providing the signature and phone number/e-mail of the adult in charge of the activity.

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 a cumulative record.

Beneficiaries are not allowed to double or triple volunteer hours.

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

The hours recorded on this sheet should be limited to those acquired between April 30, 2021 and April 2, 2022.

DUE BY FRIDAY - APRIL 2, 2022.

You are encouraged to return this sheet as soon as you have obtained the appropriate signatures!

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Beneficiary & Date Fill in the name of the organization or 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 Hours** Does not include travel time to and from event. Write legibly.
Name of Non-Profit Organization : **Date or Range of Dates :**		_____ **Total Hours**

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

_____
Student Signature

Name of Adult in Charge of Volunteer Event: _____

Signature of Adult in Charge of Volunteer Event: _____

Phone: (_____)_____ 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. **Challenges must be heard by appointment with the Volunteer Service Liaison prior to April 14, 2022.**

Send your volunteer questions to **mblalock@irvingisd.net** or **jcalderon@irvigisd.net.**

Attention Singley Academy Student

It is highly recommended that each student maintain a digital copy of all volunteer efforts. One can achieve this by storing an image of each form/document in the cloud (i.e. student Irving ISD Google Drive) before submitting.

DUE BY FRIDAY - APRIL 2, 2022.

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