

VOLUNTEER SERVICE AWARD 2018-2019

Summary Page

STUDENT VOLUNTEER INFORMATION Please print legibly.

Full Name: _____ Birthdate: _____
 Name to print on Certificate (if different): _____ Grade: _____
 Student email: _____ Phone#: _____
 Parent email: _____ Phone#: _____

SUMMARY OF SERVICE HOURS

Complete this **Summary Page** and attach a signed **Verification Form(s)**. If you run out of room, you can continue by completing additional summary pages.

Please note: Service dates must not exceed a 12-month period and must not overlap with dates from prior year award. Service award levels are age-based. See **Information Sheet** for more details.

Organization	Hours (<16yrs)	Hours (16+ yrs)	Start Date	End Date	Service Description
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SUMMARY: + = Start Date: _____ End Date: _____

Award Qualification Questions:

All of my hours are active service hours and do not include general meetings: Yes No
 None of my hours were for pay, school credit or court ordered service: Yes No
 I am a U.S. Citizen or Legal Resident: Yes No
Legal Residency required for President's Volunteer Service Award; not required for the Knight Award

FOR OFFICE USE ONLY

Reviewed by: _____
 Prior Year Award (Y/N) _____ End date of prior year award: _____ F _____
 Start Date of Service: _____ End Date of Service: _____
 Age Category: _____ Hours: _____ Award Earned: _____

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Verification Form

INSTRUCTIONS:

- 1) Review the **Information Sheet**.
- 2) Complete a **Verification Form** for **each** organization served.
- 3) Complete a Summary Page to provide an overview of all service hours.
- 4) Attach completed **Verification Form(s)** to the **Summary Page**.
- 5) If service duration is more than 1 week, be sure to provide a daily log. If daily log does not fit on the form, attach a separate daily log. Some service organizations provide timecard detail that is sufficient.
- 6) **TURN IN COMPLETED FORMS TO THE ATTENDANCE OFFICE:** March 25th – April 10th.

Service Hours Verification – use one **Verification Form** for each organization served.

Student Name: _____

Dates of Volunteer Service: from _____ to _____

For time periods greater than 1 week, include a daily log with date and hours in the table below or as an attachment

Age when volunteering during this time period: Under age 16 Age 16 and over

Organization Served: _____

Organization or Facility Address: _____

Organization/Supervisor Phone Number: _____ **email:** _____

Describe volunteer work performed: _____

Daily Log – For time periods greater than 1 week, include log of hours by day. Detailed daily log is not needed for durations within 1 week. If this space is insufficient, attach a daily log.

<u>Date(s)</u>	<u>Service Description</u>	<u>Hours (<16yrs)</u>	<u>Hours (16+yrs)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

+ =

Verifying Supervisor (print) _____ **(signature)** _____

- **Note to Supervisor:** Only verify active volunteer hours. See Info Sheet for approved volunteer activity qualifications.
- Attach verifying supervisor's business card if available.
- The student's parent may not verify their own child's hours. Another representative's signature is required.