

# Acalanes High School Volunteer Service Award

## Application Summary Page

### 2016-2017

#### Volunteer Information

Formal Name: \_\_\_\_\_

Name to print on Certificate (if different): \_\_\_\_\_

Volunteer email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Parent email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_ U.S. Citizen or Legal Resident: Yes No

#### SUMMARY - Service Hour Totals

1. Complete this summary page once and attach a signed Verification Form for each organization/activity.
2. Service dates must not exceed a 12-month period and must not overlap with dates from prior year award.
3. Service award levels are based on age. Any student that is 16 years old or older at any point during their hours served will be considered in the 16+ year old category for service award levels.

Organization	Service Description	Dates Served	Hours (<16yrs)	Hours (16+ yrs)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TOTALS** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Start Date of Service: \_\_\_\_\_ End Date of Service: \_\_\_\_\_

Prior Year Award (Y/N) \_\_\_\_\_ End date of prior year award: \_\_\_\_\_

Age Category: \_\_\_\_\_ Award Earned \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**RETURN COMPLETED FORMS TO COLLEGE & CAREER CENTER FROM APRIL 10 - APRIL 14, 2017**

# Acalanes High School Volunteer Service Award Verification Form 2016-2017

**INSTRUCTIONS:**

- 1) Complete this Verification Form for each organization served.
- 2) For service duration more than 1 week, be sure to complete 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.
- 3) Collect all Verification Forms for each organization and attach to the Service Award Application Summary Page
- 4) **RETURN COMPLETED FORMS TO COLLEGE & CAREER CENTER FROM APRIL 10-14, 2017.**

**Service Hours Verification** – For multiple service activities, use additional verification forms

**Student Name:** \_\_\_\_\_

**Number of active volunteer hours completed:** \_\_\_\_\_

**Dates of Volunteer Service:** from \_\_\_\_\_ to \_\_\_\_\_

*For time periods greater than 1 week, including daily hour detail on this form or in an attachment*

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

**Organization Served:** \_\_\_\_\_

**Organization or Facility Address:** \_\_\_\_\_

**Organization Phone Number:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Describe volunteer work performed:** \_\_\_\_\_

**Daily Log** – For time periods greater than 1 week, include log of hours by day. Skip this section of service completed within 1 week. If this space is insufficient, attach a daily log.

Date	Service Description	Hours Served
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Verifying Supervisor (print)** \_\_\_\_\_ **(signature)** \_\_\_\_\_

**Note to Supervisors:**

- Only certify **ACTIVE VOLUNTEER HOURS** for overnight trips (e.g., mission trips, 5th grade camps).
- Attach verifying supervisor’s business card if available.
- A student’s parent may not verify their own child’s hours. Another representative’s signature is required.

