

2018-2019 Acalanes Volunteer Service Award

Application Summary Page

STUDENT VOLUNTEER INFORMATION

Full Name: _____ **Birthdate:** _____ **Age:** _____

Name to print on Certificate (if different): _____ **Grade:** _____

Student email: _____ **Phone#:** _____

Parent email: _____ **Phone#:** _____

INSTRUCTIONS: (1) Complete Application Summary and (2) Complete & Attach Verification Forms

SERVICE HOURS SUMMARY

1. Complete **Application Summary Page** 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 age-based. A student reporting any hours when they are 16 years or older will be considered in the Young Adult (16+ year category). Students with hours both before and after age 16 may consider reporting only hours before they turned 16 years old. See **Information Sheet** for more details.

<u>Name of Organization</u>	<u>Start Date</u>	<u>End Date</u>	<u>Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours: _____

Award Qualification Questions:

My hours are all active service hours (do not include general meetings, etc.): **Yes** **No**

Circle Age at time of last volunteer activity **Under 16** **Over 16**

COMPLETED APPLICATION AND VERIFICATION FORMS: DUE APRIL 8-12, 2019

2018-2019 Acalanes Volunteer Service Award

Application Verification Form

INSTRUCTIONS:

- 1) Review **Acalanes Volunteer Service Information Sheet** available on College and Career Center website.
- 2) Complete this **Verification Form** for each organization served. Attach completed **Verification Form(s)** to the **Application summary Page**.
- 3) 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 identifies specific service activities.
- 4) **COMPLETED FORMS ARE DUE TO COLLEGE AND CAREER OFFICE: APRIL 8-12, 2019**

SERVICE HOURS VERIFICATION: For multiple service activities, use additional **Verification Forms**

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: _____

Supervisor Phone Number: _____ **Supervisor email** _____

Describe specific 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 (be specific)</u>	<u>Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Hours:		_____

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.
- A student's parent may not verify their own child's hours. Another representative's signature is required.