

OTTUMWA HIGH SCHOOL SILVER CORD PROGRAM

Verification of Service Form

To be completed by **STUDENT**:

Student Name _____

Date(s) of Service _____ Grade ___9 ___10 ___11 ___12

Number of hours worked _____

***All students participating in the Silver Cord program must read and follow the guidelines at the bottom of this form.**

To be completed by **COMMUNITY MEMBER**:

I verify that _____ volunteered for _____ hours.

(Student Name)

(# of hours)

At: _____

(Location/name of event)

During this time the student _____.

(Type of task)

Community Member's Signature

Community Member's Printed Name

Date (mm/dd/yy)

Community Member's Phone #

Community Member's Email Address

Use this form to verify service hours

Submit service forms by the following deadlines:

- All first semester service forms are due by the end of January.
- All second semester service forms are due by the last day of school.
- All summer service forms are due by the end of September.
- All senior second semester forms are due by April 30.

Not all service hours are eligible:

- Services for family members are not eligible.
- Services for which you receive payment or other recognition such as a grade, merit badge, or academic letter are not eligible.

- **No more than 50 hours of Teacher Assistant services will be approved, as we expect students to volunteer out in the community.**
- **Not all services can come from one event/organization/location. A variety of services is required.**