



Community Service/Volunteer Verification Form

Directions on how to complete this form, and how to have community service hours recognized by Upward Bound, are included on the reverse side of this form.

Please use one form per Community Service/Volunteer Project.

Student Name _____

Name of Agency _____ **Agency Phone Number** _____

Agency Address _____

Name of Site Manager _____

Description of tasks performed _____

Dates and hours served (please include month, day and year)

Date	Activity	Hours		Date	Activity	Hours

Total hours served at this agency _____

Starting date of service at this agency _____

Ending date _____

Signature of Site Manager _____

(See reverse for more details and instructions)



Community Service/Volunteer Verification Form

Directions

1. Please print neatly.
2. Use one form per agency. If your community service or volunteer work is done through a school service club, please use one form and have your club advisor sign it. You may copy this form.
3. Please fill in the entire form. When recording dates, please include month, day and year.
4. Once you have completed your community service or volunteer work, turn in the form to your Program Coordinator.
5. Record all of your hours on these forms, have a supervisor at your service site sign the forms.
6. Please don't re-submit hours that have already been submitted.
7. The total number of service hours will be added to College Prep Plan.

The following volunteer projects are eligible for recognition:

- Volunteering at a non-profit organization
- A service-learning project in one of your classes
- A volunteer project required for a class (i.e. Life Skills volunteer hours)
- Community organizing including voter registration and political campaigns.
- Service learning projects outside of class including the training and preparation time. (Training time must be directly related and cannot be greater than 50% of the number of direct service hours.)
- Time served with a faith-based institution that does **NOT** include teaching or promoting one faith. (Examples: serving food, fundraisers, banquets, volunteering at the facility.)

The following volunteer projects are **NOT** recognized:

- Hours spent teaching religion in a church, synagogue, mosque, or faith-based institution will **NOT** be recognized because Upward Bound is a public, non-sectarian institution. Therefore, hours spent at religious pre-schools and day camps, as well as, hours served during religious ceremonies (including choirs, bands, etc.) may **NOT** be claimed.
- Time served benefiting a for-profit corporation may **NOT** be claimed.