

# Silver Service claim form

NAME: \_\_\_\_\_

Year you will graduate: \_\_\_\_\_

Date of Volunteer Work \_\_\_\_\_

Number of hours volunteered \_\_\_\_\_

What did you do? \_\_\_\_\_

Who supervised? \_\_\_\_\_ Phone \_\_\_\_\_

Signature of supervisor \_\_\_\_\_

For office use only: Date logged \_\_\_\_\_

## **Silver Service Cord restrictions include, but not limited to:**

1. Hours invalid if you are paid for work in exchange for service
2. Hours must be verified by an adult; student signatures invalid
3. If work benefits a group in which you're involved, no hours awarded; examples: junior class football concession stand and Tatler staff
4. Invalid: Hours spent assisting family members and/or for-profit businesses
5. Hours must benefit community or student body
6. Meeting attendance for a service are valid (like Natural Helper training)
7. Students who head committees receive full credit: Prom chair
8. Life Skills, office & library aides receive 43 hours per full semester served
9. Student tutors must have hours validated by a high school counselor
10. Diversify: SS Cords not awarded to those who limit time to one single activity
11. Appeals to the Silver Cord Coordinator Mrs. Snyder Chura, Rm E214
12. Hours must be filed during the semester volunteered. No exceptions!!
13. **If you question validity of your service, please see Mrs. SC before you work.**

*It's an accomplishment to earn 400 hours & wear the cord @ graduation,  
BUT THE REAL BENEFIT is learning to serve when and wherever you are able!!*

(over)

**Let's save paper:** *If you volunteer on a regular basis (like at church, RJT, little league concessions), track those hours on the back of one claim form. At semester's end ask for a supervisor's signature and then you can turn it in at the office. Remember, turning in your hours is not a supervisor's responsibility.*

Date Volunteer activity\_\_\_\_\_ Hours \_\_\_\_\_

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Date Volunteer activity\_\_\_\_\_ Hours \_\_\_\_\_

Date Volunteer activity\_\_\_\_\_ Hours \_\_\_\_\_

**Date start \_\_\_\_\_ Date end \_\_\_\_\_ Hours total \_\_\_\_\_**