



## Splendor High School Volunteer Documentation

*Please print clearly.*

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

Graduation Year: \_\_\_\_\_

Volunteer service performed at: \_\_\_\_\_

Describe activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Service: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

I certify that the student completed the above activities, on the date(s) mentioned for the listed number of hours. The activities performed were not part of class requirements, nor were they for personal or financial gain.

\_\_\_\_\_  
Name of Volunteer Coordinator

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Volunteer Service Hours

Records of Volunteer Service Hours for students of Splendora High School will be maintained in the Counseling Office. Students must turn in signed documentation forms (see attached) to the Counseling Office Secretary in order for the hours to be recorded. Only hours obtained while the student is enrolled in 9<sup>th</sup> through 12<sup>th</sup> grade at Splendora High School will be included. Students must turn in all Volunteer Service Hour documentation during the month in which it was completed. Deadlines for all documentation will be April 20<sup>th</sup> of the current school year for seniors. If the 20<sup>th</sup> of April falls on a weekend, they will be due on that following Monday.

After April 20<sup>th</sup> of each year, service hours will be totaled for all graduating students. Students with 100 to 199 service hours will receive a black cord to wear at graduation. Students with 200 or more service hours will receive a silver cord to wear at graduation.

In order to be considered volunteer service hours:

- The activity must benefit the community.
- The student cannot be paid for the activity.
- The hours cannot be used if they are a requirement for a course or organization the student is involved in.
- Hours cannot be used for the teaching of a specific religion.
- The activity must occur outside of the regular school day, not during school hours.

Examples of **allowed** hours are:

- Volunteering to help at a hospital, a pet shelter, a library, Special Olympics, a summer camp for disabled students, etc.
- Volunteering to help tutor students after school hours.
- Volunteering through a church group to help senior citizens put a new roof on their house or do home repairs.
- Volunteering at a church food pantry.
- Volunteering to give out food, water, ice, etc. after a natural disaster such as a hurricane.

Examples of **non-allowable** hours are:

- Babysitting
- Peer Tutoring during school hours.
- Teaching a Sunday school class.
- Hours required for Cosmetology license.