



VERIFICATION OF SERVICE PROJECT

1 Student Name _____ Date _____

Student ID _____ Graduation Year _____

2 *Service projects that will be completed with agencies/schools listed in the Green Bay Public School Teen/Youth Volunteer Book are pre-approved. Information pertaining to approved agencies, phone numbers and a contact person is available in the Career Center of each high school. If your project will be done with an agency not listed, your hours possibly will not count and you must have the project approved by the Volunteer Center Representative or the School-to-Work Coordinator. You will be notified if your project is not approved.*

Volunteer Center approval _____

3 The student listed above has successfully completed a service project for this agency.

Name of Service Project _____

Agency _____ Agency Phone # _____

Signature of Volunteer Supervisor _____

Hours Completed _____ Date Completed _____

Comments: _____

4 **Who Benefits from the service? (Required)** _____

When the project is completed, write several paragraphs to summarize your experience [see back (What have you learned about service? yourself? others? career opportunities? What do you feel was personally the most rewarding?)]

5 I have discussed this project with the above named student and I understand it is part of the 24-hour service learning graduation requirement.

Parent/Guardian Signature _____ Date _____

After your service project is finished, this verification form must be completed, signed appropriately with the required signatures and returned to your school's Career Center. Please make a copy for your records. The completed form will be kept on file until the student's graduation and the hours will be documented on the student's report card.

VERIFICATION OF SERVICE PROJECT

(to be completed by the student after completion of his/her service project)

In the space below, summarize your experiences during the hours completed. What have you learned about service? What have you learned about yourself? What have you learned about others? What career opportunities have you had the opportunity to explore? What do you personally feel was the most rewarding regarding your service project? You must answer at least two of these questions.

YOUTH SERVICE LEARNING POLICIES

- γ The service is performed without a material or monetary reward.
- γ Prior approval is required if the agency/organization is not on the district approved list.
- γ The service cannot be performed for a family member.
- γ The activity cannot count toward the requirement if it involves participation in a place of worship service.
- γ The activity cannot advance, nor can it inhibit religion.
- γ Students cannot use court-referred hours to fulfill the requirement.
- γ Activities related to public office do not count toward the requirement.
- γ Up to 50% of the total hours needed may be completed within the school day during study halls and/or lunch hours.
- γ Credit can be granted for fund-raising activities for worthy community causes, but fund-raising for Green Bay high school clubs or organizations does not count toward the required credits.
- γ Entertainment or performance activities that are an extension of a class or a co-curricular requirement cannot be considered for credit.