Green Bay Area
Public School District
*Engagement. Equity. Excellence.*

# VERIFICATION OF VOLUNTEER HOURS

1 Student Name: _____ Date: _____

Student ID: _____ Graduation Year: _____

2 Service projects to be completed with agencies/schools on the Brown County Volunteer Center website are pre-approved (http://www.volunteergb.org/). If your project will be done with an agency not listed, your hours may not count. Volunteer guidelines for approval of hours are listed at the end of this document. It is recommended to have the project pre- approved by your Career Center Coordinator (see contact information on back).
*Prior approval (as needed) granted by: _____ Date: _____

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

4 The student listed above has successfully completed volunteer hours for this agency.

Agency _____ Agency Phone #_____

Signature of Volunteer Supervisor_____

Hours Completed_____ Date Completed (MM/DD/YYYY) _____

Description of Volunteer Hours (tell us what you did) (**Required):**

_____

_____

_____

_____

_____

5 I have discussed this project with the student named above:
Parent/Guardian Signature: _____
Date: _____

**After your volunteer hours are finished, this verification form must be completed 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 graduates from high school.**

# Career Center Coordinators:

**Southwest High School**
Melissa Larson Hovanick
920-518-3775
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**Preble High School**
May Lor
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**West High School**
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**John Dewey Academy of Learning**
Marcia Lemmens
920-272-7074
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**East High School**
Ko Bao Kong
920-518-3697
kkong@gbaps.org

**Dr. Rosa Minoka-Hill**
Annette Castner
920-448-2150
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**NEW School**
Irmaris Ramirez
920-272-7020
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**Volunteer Hour Guidelines**

- The service is performed without material or monetary reward.
- Commercial businesses may not legally use minors as unpaid volunteers. Minors cannot volunteer for a "for-profit" business.
- The activity cannot advance, nor can it inhibit religion (i.e. teaching religious classes, participating in a worship service, working for a religious-based camp, etc. are not acceptable forms of volunteer service for these purposes)
- Students cannot use court-referred hours.
- Hours can be granted for fundraising activities for worthy community causes, but fundraising for Green Bay high school clubs/organizations will not be approved.
- Entertainment or performance activities that are an extension of a class or a co-curricular requirement will not be approved.