

Total Hours: \_\_\_\_\_ Entered by: \_\_\_\_\_

## Green Cord Community Service

### Service Program Documentation Form 2024-2025 **The first 25**

**hours are due January 12, 2025, and the full 100 hours are due by May 10, 2025.**

*You may make as many copies of this page as necessary. Please submit one page for each organization you perform service with.*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization service was done with: \_\_\_\_\_

Description of service (please be specific): \_\_\_\_\_

Was service done in affiliation with DHS? (Circle one) YES NO

**\*You must have 20 hours that are not affiliated with a DHS organization.**

## Green Cord Community Service Hours

**How to document hours:** Under the "Service Date" column, record each day that service was performed for the above organization in the format MM/DD/YY (ex. 10/16/24). For each day of work, list the number of service hours completed in the column "# of hours served".

Service Date	# of hours served	Service Date	# of hours served

## Service Director / Sponsor Information

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing this document, you verify that the information above is contained herein is complete and accurate.**

**Return this document to Mrs. Bush (Room A222). If completed incorrectly, the Service Committee will reject it.**

**\*\*Hours must be completed between the dates of June 1, 2024 and May 2, 2025.**