



ONLY COMPLETED FORMS SHOULD BE SUBMITTED

2009-2010 Service Program Verification Form

Student name: _____ Current Grade: _____

Organization served: _____

Service hours should be pre-planned activities such as National Charity Organizations, Mission Trips* and community service volunteer work. Service hours should be limited to actual hours served, not practice, rehearsal, travel and sleeping hours. All service hours are unpaid hours.

**Some secular colleges and universities will only recognize secular service hours.*

Briefly describe service performed:** _____

****IMPORTANT:** If there is **any** possibility an activity is not truly service-oriented, then please seek approval from the Campus Minister **before** the activity is pursued, as hours not deemed appropriate for service will not be entered.

Date(s) of service(s) performed: _____

Hours completed:

Organization name: _____

Representative printed name: _____ Phone: _____

Representative signature: _____

Representative email: _____ Website: _____

(Parents: Please do **not** sign this form unless you were designated as the official representative of the service project.)

IMPORTANT INFORMATION:

SERVICE HOURS FORMS ARE DUE APRIL 30, 2010 - NO EXCEPTIONS!

Service Hours are entered twice yearly -- at the end of the fall semester and at the end of the spring semester.

Please maintain copies of your service hour forms. NCS does not permanently store this documentation.

Please return completed forms to Central Administration, Building 1

FOR OFFICE USE ONLY Date submitted: _____ Hours credited: _____ Approved: _____