

2025-2026

# ACTS Service Hour Verification Form

Student name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Organization served: \_\_\_\_\_

Hours must be served with a non-profit organization or a qualified individual. To verify that your hours will qualify, before serving you may email [hharmann@northlandchristian.org](mailto:hharmann@northlandchristian.org) with questions.

**Service hours should be limited to actual hours served, not practice, rehearsal, travel and sleeping hours.**

All service hours are unpaid hours. Buyout projects (drives where items are donated) are not counted as service.

Briefly describe service performed:\*\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*IMPORTANT:** Service Hours not approved by Northland will not be entered nor credited toward service hour requirement.

Date(s) of service(s) performed: \_\_\_\_\_

\_\_\_\_\_

Hours completed:

Parents: DO NOT sign your student's form. The signature should be from the organizational representative. This should not be an employee or someone under your supervision.

Organization name: \_\_\_\_\_

Representative printed name: \_\_\_\_\_ Phone: \_\_\_\_\_

Representative signature: \_\_\_\_\_

Representative email: \_\_\_\_\_ Website: \_\_\_\_\_

## IMPORTANT INFORMATION:

**SERVICE HOUR forms are DUE no later than two weeks after the service activity.**

(Summer activities would be the exception and should be submitted by August 31st.)

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

Return completed forms to Mrs. Harmann or scan and email to [hharmann@northlandchristian.org](mailto:hharmann@northlandchristian.org)

FOR OFFICE USE ONLY Date submitted: \_\_\_\_\_ Hours credited: \_\_\_\_\_ Approved: \_\_\_\_\_