



SEP Silver Cord Award Form

Complete this document and return it to the attendance office as soon as possible after completing your volunteer hours. Complete a separate form for different volunteer activities.

Deadlines: Summer hours are due by September 15th. Hours earned during the school year are due at the end of the semester in which they were earned.

Student Name: _____ **Graduation Year:** _____ **Today's Date:** _____

Volunteer Activity/Organization: _____

Date(s) of Service: _____ **Total Hours:** _____
(Travel, sleep, and meal breaks should not be included as service hours - 8 service hours max per day)

Please check to confirm you did not receive anything in return for your service (*money, tickets, fundraising, etc.*)
**If you are part of a group and your group is receiving something in return, you may not count it as silver cord hours.*

Student Signature: _____ **Parent Signature:** _____
(Your signature represents confirmation of the student's volunteering as explained on this document.)

STUDENTS: PLEASE ANSWER EACH QUESTION BELOW

1. What did you do during the volunteer experience?

2. How did you benefit from this volunteer experience?

VOLUNTEER ACTIVITY REPRESENTATIVE

I verify that _____ volunteered for a total of _____ hours.
Student's Name

Signature of volunteer activity representative: _____

Comments:

Documentation of Hours

When volunteering at a site multiple times, please list each day worked at this specific site/place, the time you worked that day, and the total number of hours for each day.

Date	Time Start - End	Total Hours

When completed, submit this form to the attendance office. One form per activity please. Forms are due at the end of the semester that the volunteer service was performed. Summer hours are due 9/15.

Choose to volunteer again! The more hours you volunteer, the closer you are to a Silver Cord at graduation. But remember, the most important thing is giving back to our community. Your service matters!

Service NOT recognized: School/group activities that include fundraising for your group, music or athletic practices, work for someone in your family, activities directly involved with a church service, babysitting, participation in a self-improvement workshop/clinic, service which is part of an academic, court-ordered, or discipline requirement.