

For Office Use Only

Year of Graduation: _____

Hours Approved: _____

SEP Silver Cord Award Form

Complete this document and return it to the Attendance Office within two weeks of service during the school year. Students should keep completed summer hour forms until fall. Summer hours are due to the Attendance Office by September 15. Fall hours are due the last day of the first semester. **Seniors must turn in all hours by April 30 of their graduation year.**

Student Name: _____

Date: _____ **Graduation Year:** _____ **Student Email:** _____

Service Organization and Site: _____

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

Student Signature: _____

(My signature states my understanding that if the event does not meet the Silver Cord requirements, the hours may not be allowed to be counted. I promise to be a good representative of SEP at all times. **I will contact the site supervisor if there is a conflict with this commitment and find a replacement if necessary.**)

Parent Signature: _____

(My signature represents my approval of the student's volunteering as explained on this document. **I understand that my student is the required person to fill out this form.**)

STUDENTS: PLEASE ANSWER EACH QUESTION BELOW

1. What did you do during the volunteer experience?
2. How did you benefit from this volunteer experience?

BELOW BOX MUST BE COMPLETED

With this signature, I certify that I have completed _____ hours.

Student Signature: _____

Signature of Community Member

Person Other than Parent

Print Name of Community Member

Phone Number: _____ **Email Address:** _____

I verify that _____ volunteered for _____ hours.
Name of student **# of Hours**

Community Member Comments:

Documentation of Hours

Service Site: _____

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

Date	Time		Total Hours
	From	To	
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
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_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____
_____	_____	- _____	_____

Consider volunteer activities of interest to you. When completed, submit your Silver Cord Award Form to the Attendance Officer – one form per activity. Forms are due during the semester that the volunteer service was performed! Recognition will be awarded during the Honors Assembly.

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 something back to our community. Your service matters!

Summer Service Hours: Students should keep award forms until they return to school in the fall. Summer forms are due no later than **September 15**.

Service NOT recognized. School activities such as selling merchandise, homecoming events, music or athletic practices, work for one’s family or babysitting (or work) for a single family, participation in self-improvement workshops and clinics, service which is part of an academic, court-ordered, or discipline requirement. Service must be performed through a non-profit (501c3) agency or affiliated organization.