

# Center Point-Urbana High School Silver Cord Award

## Form: Pre-Approval

*For Office Use Only*

These volunteer hours are:  Approved  Not approved

Coordinator Signature: \_\_\_\_\_

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

**Acceptable Service Activities:** Examples of acceptable services include but are not limited to: schools, local or state government agencies, church, parks, charity programs, community events, community organizations, senior living communities, nursing homes, and child care centers.

- Volunteer projects must be supervised by an adult who is employed by the service organization or is an established volunteer recognized by the organization. Family members and/or fellow students are not eligible to serve as the supervisor or verify volunteer hours.
- Each year 10 of the 40 volunteer hours can come from community service within your neighborhood. For example, helping a neighbor shovel, mow, rake leaves, etc. These must be approved prior.
- Each year 10 of the 40 volunteer hours can come from service provided in conjunction with a school-based organization, sport, or activity (for example: NHS, STORMTroopers, etc). These must be approved prior. **Additional hours will be considered based on need of the project or situation.**

### **Non-acceptable Service Activities:**

- Court-ordered Community Service
- Service provided directly to a for-profit institution or organization
- Service/time for which you are being financially reimbursed or compensated
- Travel time to and from the service site
- Sleeping or personal recreation time during service hours
- Hours completed during high school academic time.
- Work Experience students receiving credit are not allowed to count this as Silver Cord service time
- Service hours or trainings used to satisfy a requirement/obligation for any agency, program or organization of which you are a member

**Religious Service:** In order to be applicable to a student's Silver Cord of Service Award hours, an activity may NOT be directly involved with the rituals, services or ceremonies of any specific religious organization.

- Acceptable examples of religious activities include: teaching Sunday or Vacation Bible School, leading youth groups, babysitting during religious services and/or participating in mission trips.
- Non-acceptable examples of religious activities include: singing in the choir, candle lighting, reading from religious texts and/or altar service

Complete this form and submit it to the Student Services Center for approval. It will be reviewed and returned to you before you can start your volunteer hours. Please allow 48-72 hours for approval. **Refer to the Student Handbook for a complete list of rules.**

Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Name of Group/Organization and Event (if applicable): \_\_\_\_\_

Location: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of experience: \_\_\_\_\_ If May or June, which school year are these hours for: \_\_\_\_\_

Anticipated hours of service: \_\_\_\_\_

Brief description of tasks you will be doing while serving: \_\_\_\_\_

**Parents & Guardians: By signing this form you approve the above volunteer experience. You understand and have read all requirements for the Silver Cord Program (including what is and isn't acceptable).**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students: I understand and have read all requirements for the Silver Cord Program (including what is and isn't acceptable). I agree to be a good representative of CPU at all times. I will contact the site supervisor if there is a conflict with this commitment and find a replacement time if necessary.**

Student Signature: \_\_\_\_\_

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

## **Center Point – Urbana High School Silver Cord Award Form: Post Volunteer Experience**

Complete this form following your volunteer experience and return it to the Student Services Center. Forms for hours completed during the school year must be turned in by the last day of school. Forms for summer hours may be turned in when school resumes in the fall. **Seniors must turn in hours by May 7 of their graduation year.**

**\*\*\*Be sure to attach Documentation of Hours form**

**\*\*\*Be sure to attach pre-approval form as well**

**Students: Please answer each question below**

1) What did you do during the volunteer experience?

2) How did you benefit from this volunteer experience?

Date(s) of experience: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Person in charge at service site: \_\_\_\_\_

Signature of person in charge: \_\_\_\_\_

Phone number or email of person in charge at service site: \_\_\_\_\_

Service site comments (use other side if needed):

