



COOPERATIVE EDUCATIONAL SERVICE AGENCY 7

JEFFREY P. DICKERT, ADMINISTRATOR

CESA 7 High School, Kim Hoffmann, DIRECTOR

Teachers:
 Amy Daul
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 Employment Consultant:
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Community Service Verification Form

Name: _____ Session: _____ Due Date: _____

Student Directions:

1. All volunteer hours must be pre-arranged **at a non-profit site which appears on the CESA 7 High School's list**. Arrange volunteer hours by calling the site coordinator (introduce yourself, your school, and ask if they need volunteers). Be prepared to suggest your interests.
2. _____ volunteer hours must be completed and authorized by an adult supervisor/manager. Less than this number will result in a behavior referral. **NOTE:** Even if a job starts before your next due date, these hours must still be completed.
3. Each day that your volunteer hours have been completed, have the site supervisor/manager record the hours worked and sign their name in the right hand column. If you volunteer at different locations, a separate form must be submitted for each site.
4. Then submit your form to the employment consultant at the start of class on the due date. **NOTE:** If you're absent on the due date, be sure to have your hours delivered to school.
5. Hours will be verified. Any discrepancies will result in a behavior referral. **Please be sure all hours are accurate to the nearest 1/4 hour.**

VOLUNTEER SITE: _____ **Telephone:** _____

Address: _____ **Supervisor:** _____

Date	Volunteer Assignment	Hours Worked	Hours	Supervisor
11/25/09	SAMPLE: Sorted vegetables	6:30 – 9:30 a.m.	3	Joe Smith
TOTAL				

I verify that all days and hours recorded above are accurate. _____
Student Signature Date