

HES - Volunteering Program Verification Form

This form is to be used to document volunteering hours. If a student volunteers for multiple organizations, a separate form must be used for each organization. **This form must be turned in by the 28th of each month, the latest.**

I certify that the scholar (name) _____ completed a total of _____ hours of

service at (Organization's name) _____

The hours were completed as per the below:

Hours # _____ (date) _____ (initials of supervisor) _____

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Brief description of the activities the scholar performed or participated in:

Written feedback about the scholar's performance:

Please rate the overall performance of the scholar at your organization:

	Mastery (5)	Proficient (3)	Emerging (1)
Problem solver			
Engaged & Committed			
Open-minded & multicultural			

Signature & stamp _____

Printed Name _____

Date _____

Email _____

Phone _____