

**FOR OFFICE USE ONLY**

Total Hours\_\_\_\_\_

Kids\_\_\_\_\_Teen\_\_\_\_\_

Young Adult\_\_\_\_\_Adult\_\_\_\_\_

**President’s Volunteer Service Tracking Sheet**

**April 1, 2024 – March 31, 2025**

This form will be used to record your service hours for the President’s Volunteer Service Award. Your supervisor must sign this form to validate your hours.

**AGE AS OF 3/31/2024** **CATEGORY** **HOURS**

Kids 5 - 10 Bronze 26 - 49

Kids 5 - 10 Silver 50 - 74

Kids 5 - 10 Gold 75 +

Teen 11 - 15 Bronze 50 - 74

Teen 11 - 15 Silver 75 - 99

Teen 11 - 15 Gold 100+

Young Adult 16 - 25 Bronze 100 - 174

Young Adult 16 - 25 Silver 175 – 249

Young Adult Gold 250 +

Adult 26 and over Bronze 100 - 249

Adult 26 and over Silver 250 - 499

Adult 26 and over Gold 500 +

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB\_\_\_\_\_\_\_\_\_\_\_Male\_\_\_\_\_Female\_\_\_\_\_

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade as of 3/2024\_\_\_\_\_Age as of 3/31/2024\_\_\_\_\_

Check all the volunteer activities listed on your tracking sheet

\_\_\_ Community Improvement \_\_\_Environment \_\_\_Literacy & Education

\_\_\_Disaster Relief \_\_\_Health \_\_\_Youth Serving Youth

\_\_\_Public Safety/Violence Prevention \_\_\_Elderly Assistance \_\_\_Hunger & Homelessness

\_\_\_Church \_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS ACCURATE TO THE BEST OF MY KNOWLEDGE

VOLUNTEER SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORMS MUST BE SUBMITTED TO THE VOLUNTEER CENTER OF MORGAN COUNTY BY APRIL 3rd, 2025 AT 3:00PM. NO EXCEPTIONS. FORMS WILL NOT BE ACCEPTED UNLESS THEY ARE FILLED OUT LEGIBLY AND COMPLETELY.**

**Eligible Services**

Unpaid acts of volunteer service benefitting others

**ELIGIBLE SERVICE DOES NOT INCLUDE:**

Donating funds – You **can** count the hours to plan and execute a food drive, but **cannot** count items donated as hours

Political lobbying – You **can** count non-partisan voter registration

Religious instruction – You **can** count volunteer hours at your church, but **cannot** count hours teaching a class of any kind, conducting worship service or proselytizing

Court Ordered – You **cannot** count hours for community service that you are ordered by a court to perform

Family – You **cannot** count hours in service of family members. Examples are babysitting, cleaning and yard mowing

School credits – You **cannot** count hours for classes and activities you are receiving school credit, such as elective classes.

Hobbies such as dance, acting and band are not eligible volunteer hours. The only exception to this rule would be if your group holds a fundraiser or entertains nursing home residents or veteran groups etc.

\*\*Float building and decorating for Prom is not eligible for volunteer hours\*\*

**IF YOU HAVE ONE PROJECT WHERE YOU’VE VOLUNTEERED FOR MORE THAN ONE DAY, YOU NEED TO LIST EACH DATE AND THE AMOUNT OF HOURS COUNTED FOR THAT PARTICULAR DATE**

**IF WE CANNOT READ YOUR HANDWRITING OR YOUR FORM IS NOT COMPLETELY FILLED OUT, WE WILL NOT PROCESS YOUR FORM**

Agency supervisor must legibly sign this form to validate volunteer hours. It is important to keep a copy of this form for your personal records.

**President’s Volunteer Service Tracking Form**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **FULL NAME OF AGENCY** | **DESCRIPTION OF VOLUNTEER SERVICE COMPLETED** | **LEGIBLE SUPERVISOR’S SIGNATURE** | **HOURS** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 **TOTAL NUMBER OF HOURS FOR THIS PAGE\_\_\_\_\_\_\_\_**

Agency supervisor must legibly sign this form to validate volunteer hours. It is important to keep a copy of this form for your personal records.

**President’s Volunteer Service Tracking Form**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **FULL NAME OF AGENCY** | **DESCRIPTION OF VOLUNTEER SERVICE COMPLETED** | **LEGIBLE SUPERVISOR’S SIGNATURE** | **HOURS** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 **TOTAL NUMBER OF HOURS FOR THIS PAGE\_\_\_\_\_\_\_\_**