

ADM High School Volunteer Service



APPROVAL FORM

CHOOSE ONE: <i>Complete designated rows</i>	<input type="checkbox"/> Humanitarian Cord <i>Rows <u>1 - 8</u></i>	<input type="checkbox"/> NHS <i>Rows <u>1 - 4</u> and <u>6 - 8</u></i>	<input type="checkbox"/> Senior Hours (12th Grade ONLY) <i>Rows <u>1 -4</u> and <u>6 - 8</u></i>
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For Humanitarian Cord pre-approval see one of the following Committee Members: Mr. Ahrens, Mrs. Hoy, Mrs. Knipper, Mrs. Laizure, or Mrs. Miller. (summer pre-approval requests must be emailed Mrs. B. Knipper or Mrs. C. Miller before activity date)

Administrative Pre-Approval (this section must be completed in ink BEFORE date of work/service activity):					
1	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Student Name and Grade: (please print) Name: _____ Grade: _____ </div> <div style="width: 35%;"> Category: <input type="checkbox"/> Community <input type="checkbox"/> School <input type="checkbox"/> Service Org/Church <input type="checkbox"/> Youth Activities <input type="checkbox"/> CONCESSIONS </div> </div>				
2	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> Grade level in which your hours will apply: <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><input type="checkbox"/> 9th</td> <td style="padding: 5px;"><input type="checkbox"/> 10th</td> <td style="padding: 5px;"><input type="checkbox"/> 11th</td> <td style="padding: 5px;"><input type="checkbox"/> 12th</td> </tr> </table> </div> <div style="width: 30%;"> Year of graduation: _____ </div> </div>	<input type="checkbox"/> 9th	<input type="checkbox"/> 10th	<input type="checkbox"/> 11th	<input type="checkbox"/> 12th
<input type="checkbox"/> 9th	<input type="checkbox"/> 10th	<input type="checkbox"/> 11th	<input type="checkbox"/> 12th		
3	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> Not-for-Profit Organization for whom service will be provided - please be specific: (Ex: Meals from the Heartland; or ADM Fine Arts Boosters @ Youth Basketball Tournament; etc.) </div> <div style="width: 30%;"> Date of service activity: / / </div> </div>				
4	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> Activities to be performed - please be specific: (Ex: Packaging Meals; or Admissions Gate) </div> <div style="width: 30%;"> Total hours anticipated <i>Not to exceed 10</i> _____ </div> </div>				
5	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> ADM High School Pre-Approval Signature (see above for accepted names): X _____ </div> <div style="width: 30%;"> Printed approval name: _____ </div> </div>				

Service Verification -- (this section must be completed in ink AFTER work/service activity is completed):	
6	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Name of Coordinator at service site: _____ </div> <div style="width: 35%;"> Date of Service: <i>Must be submitted within 30 days</i> </div> </div>
7	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Duties performed: _____ </div> <div style="width: 35%;"> Total hours completed (15-minute increments only): <i>Must be submitted within 30 days</i> </div> </div>
8	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Site Coordinator's signature here verifies the student's completion of service hours (please do not sign unless lines 6 & 7 have been filled in completely): X _____ </div> <div style="width: 35%;"> Site Coordinator email or phone: _____ </div> </div>

Submit all completed forms to the ADM High School Counseling Office within 30 days of completion