**Silver Cord Award**

**Verification Sheet**

*In an effort to emphasize the importance of serving one’s own community through volunteerism, Des Moines Public Schools will honor student volunteers with a distinguished honor cord to be worn over the graduation robe during the commencement ceremony at the conclusion of each school year.*

**Program Guidelines:**

* To earn the Silver Cord of Service, students must complete and submit documentation of 160 volunteer service hours by May 1st of their senior year. However, due to COVID restraints, students are only required to get 20 hours for the 20-21 and 21-22 academic years. Students are eligible to begin acquiring and submitting hours beginning the summer after 8th grade. It is recommended that students complete 40 hours per academic year. In order to earn hours, students must complete the form below and return it to Gretchen Critelli, Virtual Campus’ Community School Coordinator ([gretchen.critelli@dmschools.org](mailto:gretchen.critelli@dmschools.org)). Students should use one form for each different activity. If it is a long term or ongoing service activity, students may use the back of this form to document hours.

Hours submitted for the Silver Cord of Service must be in response to a clear ***need*** for a non-profit organization, church, school, charity fundraiser, or community event. The service should be considered “above and beyond” one’s usual scope of involvement.

Examples of **non-acceptable** service activities are:

* court-ordered community service
* service provided to a *for*-profit institution, organization, or business
* service for which students are being financially reimbursed or compensated in any manner
* travel time to/ from service activities
* personal services such as babysitting, sleeping, or personal recreation time during service hours
* using hours earned for other service-oriented clubs (for example, NHS)

**Important**: If there is a question about whether a specific volunteer experience meets the criteria for “providing a service” or “meeting a need”, students should seek pre-approval from Ms. Critelli.

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| ***Service Verification by Site Supervisor: Upon completion of service, your site supervisor must sign off*** | |
| **Student Name (please print)** | **Student ID#** |
| **Grade Level in Which Your Hours Will Apply (Circle)**  **9 10 11 12** | **Year of Graduation** |
| **Name of Site Supervisor** | **Date of Service** |
| **Organization Name and Address** | **Phone** |
| **Duties/ Activities Performed** | **Total Hours Completed** |
| **Site Supervisor Signature Verifying Completion of Activities** | **Date** |

**Silver Cord of Service**

**Documentation of Ongoing Hours**

Service hours may be documented in half hour increments. You should use one form to document hours for each location/ organization where service activities occur or you may use the table below to document **long-term or ongoing service** at a location/ organization.

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| **Date** | **Total Hours Completed** |
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