

SUMMARY PAGE
2023-2024 Moraga School District Volunteer Service Award Application

STUDENT VOLUNTEER INFORMATION

Full Name: _____ Birthdate: _____

Name to print on Certificate (if different): _____ Grade: _____

Parent email: _____ Phone #: _____

SUMMARY OF SERVICE HOURS

1. Complete this **Summary Page** once and attach a signed **Verification Form** for **EACH** organization or activity.
2. Service dates must not exceed a 12-month period and must not overlap with dates from prior year award.
3. Service award levels are grade based. See **Information Sheet** for more details.

Organization	Hours K - 5	Hours 6 - 8	Start Date	End Date	Service Description

TOTAL # OF HOURS _____ **START DATE:** _____ **END DATE:** _____

Award Qualification Questions: (*circle Yes or No*)

1. All of my hours are active service hours and do not include general meetings: **Yes No**
2. None of my hours were for pay, school credit or court ordered service: **Yes No**
3. I am a U.S. Citizen or Legal Resident: **Yes No**

Legal Residency required for President's Volunteer Service Award; not required for MSD Award

FOR OFFICE USE ONLY

Reviewed by: _____ Year Award (Y/N) _____

Start Date of Service: _____ End Date of Service: _____

Grade: _____ Hours: _____ Award Earned: _____

COMPLETED FORMS FOR SERVICE AWARD QUALIFICATION ARE DUE
ON OR BEFORE FRIDAY, APRIL 12, 2024

VERIFICATION FORM
2023-2024 Moraga School District Volunteer Service Award Application

Instructions:

- 1) Review **Information Sheet** available on <http://www.moraga.k12.ca.us/pvsa>
- 2) Complete this **Verification Form** for **EACH** organization served. Attach completed **Verification Form(s)** to the **Summary Page**.
- 3) For service duration more than one (1) week, be sure to complete a daily log. If the daily log does not fit on the form, attach a separate daily log. Some service organizations provide timecard detail that is sufficient.
- 4) Turn in all completed forms to the school office on or before **Friday, April 12, 2024**.

Service Hours Verification – For multiple service activities, use additional

Verification Forms Student Name: _____

Dates of Volunteer Service: from _____ to _____

For time periods greater than one (1) week, include a daily log with date and hours in the table below or as an attachment

Age when volunteering during this time period: (circle one) Grades K-5 Grades 6-8

Organization Served: _____

Organization or Facility Address: _____

Organization/Supervisor Phone Number: _____ Email: _____

Describe volunteer work performed: _____

Daily Log – For time periods greater than 1 week, include log of hours by day. A detailed daily log is not needed for durations within one (1) week. *If this space is insufficient, attach a daily log.*

Date(s)	Service Description	Hours K - 5	Hours 6 - 8

TOTAL # OF HOURS _____

Verifying Supervisor (print) _____ (signature) _____

Note to Supervisor: Only verify active volunteer hours. See Information Sheet for approved volunteer activity qualifications. Attach verifying supervisor's business card if available.

The student's parent may not verify their own child's hours. Another representative's signature is required.