



Young Women's Leadership Academy
Green Cord Community Service

FOR OFFICE USE ONLY

Form Hours: _____ Packet Total: _____ Entered by: _____ Date: _____

25 HOURS DUE BY DEC. 21, 2018 Appendix A
REMAINING DUE APRIL 26, 2019

Documentation Form

Program Tips:

- Start early on your hours.
- Don't miss deadlines.
- Keep a record of your hours for your use.
- Ask clarifying questions early.
- Sign in your hours in the Green Cord folder in room 245.
- Never hand your hours to Mrs. Keaton, put them in the box in 245.

Last Name: _____ Class of '19 '20 '21 '22 ID#: _____

(Circle one of the above based on graduation year.)

First Name: _____ E-mail Address: _____

Organization Service was done with: _____

Description of Service:

Green Cord Community Service Log

How to document hours: Under the "Service date" column, record each day that service was performed for the above organization in the format MM/DD/YY (EX. 5/16/16). For each day of work, list the number of service hours completed that day in the column "# of hours." You must use a different form for each organization you serve. It is highly recommended that you keep a copy of all hours completed for your records.

Service Date	# of hours served	Service Date	# of hours served

Service Director/Sponsor Information

Dear Service Coordinator,

The Green Cord Program does not recognize "double hours." This form should only include actual hours worked by the student. By signing this document, you verify that the information contained herein is complete and accurate. Please contact Mrs. Keaton at samantha.keaton@fwisd.org to discuss further service needs. Thank you!

The Green Cord Committee

Name: _____ Daytime Phone #: _____

Email Address: _____ Other Phone #: _____

Signature: _____ Date: _____

Comments:

Return this document to the Green Cord Community Service Program Box inside Mrs. Keaton's room (245). Do not hand the form to Mrs. Keaton, leave it on her desk, mail it, fax it, or put the form in her box in the office. If completed incorrectly, the Committee will reject it.

