

# JHS Documentation of Hours

**Service Site:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Service Site** \_\_\_\_\_

When volunteering at a site multiple times, please list each day worked at this specific job/place, the time you worked that day, and the total number of hours for each day.

Date	From	Time	To	Daily Hours
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____

**Total hours:** \_\_\_\_\_

**You must be pre-approved first!** Don't forget your service project must have already received approval from Mrs. Beguhn before documenting your hours. To apply for approval, complete and submit the JHS Silver Cord Pre-Approval Form. **Choose to volunteer again!** The more hours you volunteer, the closer you are to a silver cord at graduation. But remember, the most important thing is giving something back to our community. Your service matters! **Don't stop at 50!** Fifty hours is just a *minimum* requirement. Volunteer organizations will always love to have you and appreciate your service. Don't let them down, and keep on showing up! Contact Mrs. Beguhn at [cbeguhn@johnston.k12.ia.us](mailto:cbeguhn@johnston.k12.ia.us) with ANY questions. 😊

**Please turn this form in along with your verification/reflection form to Mrs. Beguhn at the end of every month.**