

OHS Silver Service Claim Form

Name: _____ Grad Year: _____

Date(s) of volunteer work: _____

Number of volunteer hours: _____

Description of volunteer work: _____

Supervisor: _____ Phone: _____

Supervisor signature: _____

For Office Use Only

Date Filed/Staff Approval

Silver Service Cord restrictions include, but are not limited to:

1. Hours are invalid if you are paid or otherwise compensated for work in exchange for service
2. Hours must be verified by an adult; student signatures are invalid
3. Hours spent assisting family members/family businesses are invalid
4. Hours must benefit community or student body
5. Student tutors must have hours validated by supervising staff member
6. Sleeping hours/break times during overnight or extended volunteer work do not qualify
7. Diversify: SS Cords will not be awarded to students who limit their time to one single activity
8. Appeals are handled by the Silver Cord Advisor (Ms. Sowl-Main Office)
9. Hours must be filed during the semester in which you volunteer--**NO exceptions to this rule**
 - a. Summer hours due on the last Friday in August
 - b. 1st semester hours are due by Friday of the 1st week back after winter break
 - c. 2nd semester: hours for *Seniors* are due by mid-May for Premier Scholar calculations. Hours for all other students are due by the last day of school