

# Silver Cord of Service



## Program Guidelines & Verification of Service

*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. Students are eligible to begin acquiring/ submitting hours beginning the summer after 8<sup>th</sup> grade until May 1st of their senior year. 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 their Community School Coordinator. Students should use one form for each individual activity. If this is a long term or ongoing service activity, students may submit the Documentation of On-going hours form.

Hours submitted for the Silver Cord of Service must be in response to a **service provided** or 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.

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 their Community School Coordinator before accepting a service assignment with a particular organization.

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