



ST IGNATIUS COLLEGE PREPARATORY
 2001-37th Avenue
 San Francisco, California 94116
 Reed Christian Service Center

VOLUNTEER SERVICE VERIFICATION FORM

Date: _____ Class of: _____

The purpose of this document is to confirm that _____
 (Name of Student)

has completed a total of hours of volunteer service at:

 (Name of Agency)

Date that you started Service _____ Date that you Finished Service _____

Agency Verification-please verify your hours in one of the following two ways

1.) Get the Signature of Your Volunteer Coordinator. SI expects a signature from an official representative of the Agency who does not have an immediate family relationship to the volunteer. This Signature should be obtained at the completion of service activity.

As the Volunteer Coordinator/Supervisor for this SI student, I verify that she/he has completed the hours detailed in the timesheet (on the other side) and totaled up above.

Signature of Volunteer Coordinator/Supervisor

Date of Signature

Printed Name:

Phone Number

2.) Attach Official Document to This Form: This can be an official hour/timesheet from your agency or a letter on agency stationary. These must be signed by the volunteer supervisor. These forms **MUST** include your name, your total hours, the dates of your service activity and a signation of your supervisor.

Parent/Guardian Verification

As consideration for my student/ward fulfilling hours for Christian service, I agree to release and hold harmless from any legal liability and agree not to sue St. Ignatius College Preparatory, its employees, agents, representatives and volunteers from any injuries, physical or psychological, death or personal property damage resulting from participation by my student/ward in volunteer activity.

I agree to have assumed all risks to my student/ward connected with the above-described volunteer activity.

Signature of Parent/Guardian

Date

CSP Office Use Only

___ Core Service
 ___ CSP File

___ Support Service
 ___ SM

