

GENEVA HIGH SCHOOL
GIVE HOURS RECORD

For office use only:
**TOTAL GIVE
HOURS:** _____

Student Name _____ Grade _____ Phone _____

Student ID _____

***Information regarding recording GIVE hours**

- Clear guidelines for accruing and recording GIVE hours are outlined in the GIVE information sheet found under 'parents information' tab at www.geneva304.org/ghs
- If you volunteer intermittently and/or with different organizations, please fill out each section of this form in detail.
- For steady volunteering tasks that are less than 30 minutes, time can be collated and signed off monthly.
- Steady volunteering tasks that are over 30 minutes can be signed off monthly but each date of service/task must be clearly listed.
- **PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS**

Service Date _____	Number of SERVICE Hours _____
Organization _____	Description of Service* _____
_____ _____	
Supervisor's Name(print) _____	Phone _____
Supervisor's Signature _____	

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