



VERIFICATION OF VOLUNTEER HOURS

1 Student Name _____ Date _____
Student ID _____ Graduation Year _____

2 Service projects to be completed with agencies/schools on the Brown County Volunteer Center website are pre-approved (<http://www.volunteergb.org/>). If your project will be done with an agency not listed, your hours may not count. Volunteer guidelines for approval of hours are listed at the end of this document. It is recommended to have the project pre-approved by the Coordinator of College, Career and Community Readiness, Brooke Mueller or your Career Center Coordinator (see contact information on back).

Prior approval as needed granted by _____ Date _____

3 Who Benefits from the service? **(Required)** _____

4 The student listed above has successfully completed volunteer hours for this agency.

Agency _____ Agency Phone # _____

Signature of Volunteer Supervisor _____

Hours Completed _____ Date Completed _____

Description of Volunteer Hours (tell us what you did)**(Required)**: _____

5 I have discussed this project with the student named above:

Parent/Guardian Signature _____

Date _____

After your volunteer hours are finished, this verification form must be completed with the required signatures and returned to your school's Career Center. **Please make a copy for your records.**

The completed form will be kept on file until the student graduates from high school.



Contact Information:

Coordinator of College, Career and Community Readiness
Brooke Mueller, District Office
920-272-7478
bamueller@gbaps.org

Career Center Coordinators:

Southwest High School
Terry Ellis
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West High School
Hannah Leese
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East High School
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Preble High School
May Lor
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John Dewey Academy of Learning
Marcia Lemmens
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Dr. Rosa Minoka Hill
Annette Castner
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Volunteer Hour Guidelines

- The service is performed without material or monetary reward.
- Commercial businesses may not legally use minors as unpaid volunteers. Minors cannot volunteer for a “for profit” business.
- The activity cannot advance, nor can it inhibit religion (i.e.: teaching religious classes, participating in a worship service, working for a religious based camp, etc.)
- Students cannot use court-referred hours.
- Hours can be granted for fund-raising activities for worthy community causes, but fund-raising for Green Bay high school clubs/organizations will not be approved.
- Entertainment or performance activities that are an extension of a class or a co-curricular requirement will not be approved.