

LINCOLN HIGH SCHOOL
Manitowoc, WI 54220
SERVICE PROJECT VERIFICATION FORM

1. _____
Last Name
First Name
Middle Initial

Grade _____ Graduating Year _____ School Attending _____

I have requested the agency or person listed below to accept me for completion of a service project. If approved, I understand it is my responsibility to fulfill the time and service requirements that the project requires. Upon satisfactory completion of the service hours, I must complete the verification form and return it to the school I am attending at that time. (20 minimum hours required.....some agencies require more than minimum hours.) Junior High School will forward completed service projects to the high school at the end of the freshman year.

Students Signature _____ Date _____

2. I, as a parent or legal guardian, give my permission for my child to participate in this project.

Parent Signature _____ Date _____

3. **AGENCY OR PERSON ACCEPTING SERVICE PROJECT**

The student listed above has been accepted for a service project. Please state what the student will be doing, and how many hours you expect the student to complete.

Agency _____ Phone _____

Volunteer Supervisor _____ Date _____

4. Service projects that will be completed with agencies listed in the Manitowoc Public School Service Project Guideline brochure are pre-approved. You DO NOT require a signature from a Lincoln High School administrator to begin your project. **If your service project will be done with an agency not listed in the brochure, you must have the project approved before you begin your hours.**

When you have completed your service project, complete the verification form and obtain the required Volunteer Supervisor signature to indicate the hours completed. Return the form to the main office at Lincoln High School, or the school that you are attending at completion.

VERIFICATION OF COMPLETED SERVICE PROJECT

5. Student Name _____ Date _____

School currently attending _____ Grade _____

In the space below, the student will write several paragraphs to summarize his/her experience with the service hours completed. (What experience did you have? What do you feel was personally most rewarding about this project? Problems encountered? What did you learn that may help you in the future?)

6. The student listed above has successfully completed a service project for this agency.

Agency _____ Hours completed _____

Volunteer Supervisor _____ Date _____

7. Return this form to the school you are attending. When you attend Lincoln, the completed form will be kept on file in the main office until your graduation, and then it will be added to your student cumulative file.