

Outside Hours Form

To extend community service opportunities, each member can apply up to (and no more than) 10 outside service hours per membership year. All hours must be served for a non-profit organization and verified by an administrative official.

In order for outside hours to count toward Key Club requirements, a Key Club membership officer must pre-approve your planned service.

Complete this section before you serve:

Name _____ Grade 9 10 11 12

Organization you will serve _____

Description of service(s) you will provide: _____

Pre-approved by _____ Pre-approval date _____

Complete this section at the time of your service:

Date	Description of Services Provided	Time In	Time Out	Total Hours	Initials of Supervisor

Complete this section at the conclusion of your service:

ADMINISTRATIVE OFFICIAL VERIFICATION (adult supervisor)

I hereby verify that _____ (volunteer name) has completed community service with my organization on the dates and hours specified above.

Printed Name _____ Title _____

Signature _____ Phone _____

I certify that the information provided on this form is true, accurate, and complete. I also understand that any false statements may be grounds for removal from Key Club and referral to Ayala administration.

Key Club Member Signature _____ Date _____

Submit this form to a Key Club membership officer; it will not be accepted unless it is complete.

Key Club Use Only:

Processed by: _____ Total Outside Hours Granted: _____

Date Entered onto Hours Form: _____