

Ruben S. Ayala High School Key Club

Outside Hours Form

To extend community service opportunities, each member can apply up to (and no more than) 10 outside service hours **per month**. 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 _____

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: _____