



# Mater Dei High School

1202 West Edinger Avenue  
Santa Ana, California 92707-2191  
714-754-7711

## SERVICE HOUR-VERIFICATION FORM

(2009-10 School Year)

**(THIS SIDE TO BE FILLED OUT ONLY BY ORGANIZATION/AGENCY PERSONNEL)**

**Please make sure the following policies are adhered to before forwarding this form:**

1. Each section of this form must be completed.
2. The hours documented must only represent the actual time spent volunteering---travel time or sleep time in an overnight setting should not be included.
3. Volunteering cannot be performed by the student during school hours.
4. The student, or anyone related to the student, may not fill out any part of this form.

NAME OF STUDENT \_\_\_\_\_ CLASS OF 20 \_\_\_\_\_  
*(please refer to the reverse side or second page of this form for both the correct spelling of the student's name and grade level)*

NAME OF ORGANIZATION/AGENCY \_\_\_\_\_

ORGANIZATION/AGENCY CONTACT PERSON \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON ( \_\_\_\_\_ ) \_\_\_\_\_

**IMPORTANT: PLEASE BRIEFLY DESCRIBE NATURE OF SERVICE IN THE SPACE BELOW:**

DATE SERVICE BEGAN \_\_\_\_\_ DATE SERVICE ENDED \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_  
(mo/day/yr) (mo/day/yr)

*(dates of service and total hours must be verified in coordination with student's documentation on the back or second page of this form)*

***Any dishonest behavior as it relates to the falsified documentation of service hours will be considered a violation of the Mater Dei discipline code with the student facing appropriate consequences based on the infraction level as determined by the school's Administration.***

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

