

Rules for documentation of hours

1. All proof of hours needs to be submitted into your folder in a timely fashion. You will have approximately 30 days upon completion of said time to turn in the documentation before I will no longer accept it. After the subsequent month, the hours will be voided.

For example - If you completed service hours in September - Please have them into your folder no later than the end of October. September time can NOT be submitted after October 31 (and so on).

The only "exception" is that any summer hours cannot be submitted until September. After September 30, no summer hours will be taken

2. Appropriate documentation includes the following information: For most cases I do expect LETTER HEAD from the organization. I understand that picking up random beach clean ups or helping teachers would not require letter head, however, any legitimate place should be able to provide you with letter head. Hospital hours where they will not give you letter head until a minimum of 150 hours should be documented on a daily basis with the following on a cover sheet, but daily time sheets should be logged (perhaps make an excel table that includes date, time in and out, total hours, what you did, signature which should be the same each time or all signatures need contact information.

- a. your name
- b. Date of Service
- c. Hours of service - start time: end time = total time
- d. The name of the organization
- e. What type of service was complete – what did you do
- f. Printed name of the immediate supervisor that witnessed your service
- g. Signed name of the immediate supervisor
- h. Supervisor's phone number where I can contact them
- i. Supervisor's email address where I can contact them.

3. You will make a Title/ table of contents page. This page is to be a summary of what is documented behind it, in the order that it is documented. Please put all similar tasks together. For example - there should be a total time volunteering with Islip Exchange in the table of contents, then behind the table of contents are all monthly time sheets in order.

4. The title/ table of contents page needs to be arranged so that **all "In club" service** hours stay together and **all "out club" hours** stay together. This makes it easy to distinguish between the two. You need my signature on anything I have documented. Do not wait until the last minute as I will be checking times before signing.

5. Speaking of Islip Exchange... After speaking with Islip Exchange Youth Advisor - we feel the best way to be consistent is have you get a letter from the head advisor once a month with documentation for the month.

I would also plead that if you choose to volunteer with Islip Exchange, that you truly commit to the program and not only show up sometimes.

6. DO NOT PROCRASTINATE! DO NOT WAIT UNTIL APRIL TO SEARCH FOR THINGS TO DO.

7. **The following service opportunities will be limited to no more than two hours:**

a. KIC - Keep Islip Clean. If you want to use hours from KIC - you MUST take photos of the area before you cleaned it, photos of you cleaning, and photos of what it looks like after. Without those pictures I will not accept any hours from KIC

b. Helping protect the Piping Plovers - aka sit on the beach on memorial day and keep people away from the birds. You may do it - no more than 2 hours!

Below is an example of:

- a. An example of what you can use as a form to signed off from teachers, pond work, field work for less than two hours.

- b. An example of a daily time sheet for any repetitive service – This should be accompanied by a letter on letter head with the appropriate signature

Please keep in mind – Any large organizations that you are doing work SHOULD be on THEIR letterhead.

Name _____ Date: _____

Time: _____

Total Hours: _____

Where service was completed: (Name of organization): _____

What type of service was completed: (description of what was done):

Contact Person:

Printed name: _____

Signature: _____

Phone: _____

Email: _____

