

## Milford Service Recognition Program Instructions

9<sup>th</sup>-12<sup>th</sup> grade students can be recognized for the volunteer hours they complete for non-profit organizations outside of school hours. Volunteer hours will be verified and tracked and students are eligible to receive prestigious national service awards. Students can be recognized by Milford for volunteer hours at any 501(c)3 Non-Profit Organization or School when completed outside of the school day.

When a student records 20+ Hours in one calendar year they will be recognized with ***The Jefferson Award***. When a student gives 100+ Hours in one calendar year they will be recognized with ***The Presidents Volunteer Service Award***. Both awards are nationally recognized service awards and will be given each spring at the class awards nights.

1. Complete the *Service Verification Form* located on the Milford Schools website. This needs to include a signature of a representative of the organization and the full date (including year) of service. Please use one form per service experience.
  - The 3 reflection questions on the second page are required to be completed
  - If a student is completing the same activity over multiple days for the same organization use one form to document these hours
2. Forms must be turned into the Faculty Class advisor, or the main office, no later than January 10th of the following calendar year. 9th - Mrs. Kanney, 10th - Ms. Bloomstrom, 11th - Mrs. Teski, 12th - Mrs. Willson

## Innerview.org - Student Tracking of Cumulative Service Hours and Earn more awards

Students can keep track of ALL service experiences through Innerview.org. This may include hours not provided to a 501(c) organization. Students will earn awards throughout their high school career and a service resume will be generated to be used for college, work, and scholarship opportunities. The awards earned through Innerview will be awarded directly from the organization.

1. Students need to sign up on <https://my.innerview.org>
2. Students are required to take and submit a photograph to record the Service experience

**Milford Exempted Village School District**  
**Volunteer Service Verification Form: January 1 – December 31**  
**Milford High School**

I verify that the volunteer service listed on this sheet has been completed. I also note that proper preparation, action, and reflection will help to make a community service experience more meaningful. Volunteer Service for MEVSD is defined as service for a government-recognized non-profit organization (501c or public agency), performed outside the school day, and for which the student serving does not receive benefit or compensation other than the satisfaction of serving. To enter hours on innerview.org, you must take a photograph while volunteering. **Return the completed form to your class advisor no later than January 10<sup>th</sup> of the following year.** All parts of this form must be complete to receive credit for your experience. Print or write legibly.

Student's name (PRINTED) \_\_\_\_\_ Year of Grad \_\_\_\_\_

Student's signature \_\_\_\_\_ Age on Dec 31<sup>st</sup> \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

(\*This signature is required regardless of whether or not the student is 18 years of age.)

Student has registered on <https://my.innerview.org> with School Issued Email Address Yes \_\_\_\_\_ No \_\_\_\_\_

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I performed volunteer service for the following organization:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ /Contact Person \_\_\_\_\_

Detailed description of service:

Date(s) of service (m/d/y) \_\_\_\_\_

Number of hours: \_\_\_\_\_

Signature of person representing the organization for which the service was performed:

\_\_\_\_\_ Date \_\_\_\_\_

(Must be the signature of the adult listed above.)

