

Silver Cord of Service



Program Guidelines & Verification of Service

In an effort to emphasize the importance of serving one's own community through volunteerism, Des Moines Public Schools will honor student volunteers with a distinguished honor cord to be worn over the graduation robe during the commencement ceremony at the conclusion of each school year.

Program Guidelines

To earn the Silver Cord of Service, students must complete and submit documentation of 160 volunteer service hours. Students are eligible to begin acquiring/ submitting hours beginning the summer after 8th grade until May 1st of their senior year. It is recommended that students complete 40 hours per academic year. In order to earn hours, students must complete the form below and return it to their Community School Coordinator. Students should use one form for each individual activity. If this is a long term or ongoing service activity, students may use the back of this form or document hours on a separate sheet and attach it.

Hours submitted for the Silver Cord of Service must be in response to a **service provided** or a clear **need** for a non-profit organization, church, school, charity fundraiser, or community event. The service should be considered "above and beyond" one's usual scope of involvement.

Examples of non-acceptable service activities are: court-ordered community service, service provided directly to a for-profit institution or organization, service / time for which students are being financially reimbursed or compensated in any manner, travel time to/ from service activities, individual or personal services such as babysitting or peer tutoring, sleeping or personal recreation time during service hours, and student aides receiving credit. Please refer to your Community School Coordinator to discuss service activities associated with an academic course or school based organizations and groups.

Important: If there is a question about whether a specific volunteer experience meets the criteria for "providing a service" or "meeting a need", students should seek pre-approval from their Community School Coordinator before accepting a service assignment with a particular organization.

<u>Service Verification by Site Supervisor: Upon completion of service, your site supervisor must sign off</u>	
Student Name (please print)	Student ID#
Grade Level in Which Your Hours Will Apply (Circle) 9 10 11 12	Year of Graduation
Name of Site Supervisor	Date of Service
Organization Name and Address	Phone
Duties/ Activities Performed	Total Hours Completed
Site Supervisor Signature Verifying Completion of Activities	Date

