

2024-2025

# ACTS Service Hour Verification Form

Student name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Organization served: \_\_\_\_\_

Hours must be served with a non-profit organization or an approved individual. To verify that your hours will qualify, choose from the online approved list or you may email [cdomingue@northlandchristian.org](mailto:cdomingue@northlandchristian.org) with questions.

**Service hours are limited to actual hours served, not practice, rehearsal, travel and sleeping hours. (max 10 per day)**

All service hours are unpaid hours. Buyout projects (drives where items are donated) are not counted as service.

Briefly describe service performed:\*\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*IMPORTANT:** Service Hours not approved by Northland will not be entered or credited toward service hour requirement.

Date(s) and hour(s) worked: \_\_\_\_\_

\_\_\_\_\_

Hours completed:

Parents: DO NOT sign your student's form. The signature should be from the organizational representative. This should not be an employee or someone under your supervision.

Organization name: \_\_\_\_\_

Representative printed name: \_\_\_\_\_ Phone: \_\_\_\_\_

Representative signature: \_\_\_\_\_

Representative email: \_\_\_\_\_ Website: \_\_\_\_\_

## IMPORTANT INFORMATION:

**SERVICE HOUR forms are DUE no later than two weeks after the service activity.**

**(Summer activities would be the exception and should be submitted by August 31st.)**

Please maintain copies of your service hour forms. NCS does not permanently store this documentation.

Return completed forms to Mrs. Domingue in Building 8 or scan and email to her [cdomingue@northlandchristian.org](mailto:cdomingue@northlandchristian.org)

FOR OFFICE USE ONLY Date submitted: \_\_\_\_\_ Hours credited: \_\_\_\_\_ Approved: \_\_\_\_\_