

Submission Guidelines

What do I need to submit on the due date?

*Fill out an “application form”

*Log in your hours in the “Log in sheet”

IMPORTANT -Please notice:

We accept the following as valid entries for the “Signature” field:

1. A letter/email from the organization stating the volunteer by name and the number of hours volunteered. a. Please enter “See Attached” in the signature field b. Letter/email must have the contact information (name, phone number/email) of the person who wrote the letter, as hours will be verified.
2. A signature from the person identified in the “Print Name” field a. A signature must be accompanied by a phone number or email, no exceptions, as hours will be verified.

*Entries with no signatures and phones or no attached letters will be rejected on an item-by-item basis.

*Attach all letters in same order as entered in the submission form.