

**Silver Cord
Pre-Approval Form**

Complete the following and submit it to the Community Service-Learning Coordinator in the Counseling Office at Valley High School. The Community Service-Learning Coordinator will review it and return it to you. If the project is approved, please attach this form to the Silver Cord Award Form used to document your service. If service is for more than one day, please attach a completed "Documentation of Hours" sheet to the Silver Cord Award Form, also.

Name: (please print) _____ ID #: _____

E-mail address: _____ Phone number: _____

Total number of hours you expect to complete: _____ Year of Graduation _____

Month/Date/Year service will start: _____ Month/Date/Year service will end: _____

Name of Group/Organization/Event and Service Site: (address where service will be done)

Describe the service: _____

Signature of student: _____

Name of supervisor at service sight: *(please print)* _____

Phone number of supervisor: _____

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The request is: Approved Not approved

Comments: _____

Signature of Community Service Learning Coordinator

Date

Silver Cord Award

The Silver Cord Award, developed by the Principal's Advisory Council (PAC), is a distinguished volunteer service award available to Valley High School students who earn a minimum 50 hours of community service/volunteering during every year of high school, for a total of at least 200 hours beginning with the class of 2012. The original 40 hour requirement increased to a 50 hour requirement beginning in the fall of 2008. In order to earn a Silver Cord, the class of 2010 will have completed 180 hours of service; the class of 2011 will have completed 190 hours of service, and the class of 2012 (and those graduating after 2012) will have completed 200 hours of service. Students cannot earn 30 hours one year and 70 hours the next – they must earn 50 hours each year. (Special consideration will be given to students who move in late in their high school career.) At Valley's Honors Evening in mid-May, recipients will receive a Silver Cord to wear on their robes at graduation in recognition of their achievement. Students may not achieve more than 25 hours of the required 50 service hours from a single activity, so as to increase diversity of service.

Important details regarding the Silver Cord Award:

- **Pre-Approval:** A Pre-Approval Form is **required prior to the service activity** and must be resubmitted each school year for ongoing activities. This prevents any misunderstanding of qualifying hours. Students may not appeal the validity of hours without a signed Pre-Approval Form which was processed before the service activity in question.
- **Documentation:** Students **MUST** document all service activities on the Silver Cord Award Form – one form for each site or project, signed by a supervisor at the site. Time for breaks, lunch, or travel can not count toward service hours. **Forms should be submitted to the Community Service-Learning Coordinator in the Counseling Office at Valley or the main office at Southwoods, on the first day of each month for ongoing activities or within 30 days of the completion of other activities.** Seniors must submit all Silver Cord Award forms/documentation by May 1st. Award forms for service completed by underclassmen during the month of May are due the last day of school.
- **Summer Service:** Service hours earned during the summer after the academic year may be applied toward EITHER the prior or following school year – student's choice. (For example, hours earned the summer after freshman year can apply toward either the freshman or sophomore 50 hour requirement.) Summer hours earned prior to freshman year do not count, as the program does not begin until school starts freshman year. Pre-Approval forms are available in the Counseling Office and should be submitted the week before final exams. Students should pick up blank Silver Cord Award forms before the end of school to photocopy and use for documenting summer service or download a form from the web site: <http://www.wdmcs.org/district/commed/icare/index.php>. Summer hours begin the day school is dismissed for the summer break and end the day before the first day of school. Completed Award forms for summer service are due by September 1st.
- **Acceptable/Non-acceptable Service Activities:** Silver Cord hours must be for providing a SERVICE or meeting a clear NEED for a non-profit agency, church, school, park, charity program or fundraiser, or community event. The service should be "above and beyond" one's usual scope of involvement and should not be part of a required service for any program or as a part of your commitment to an organization as a member of that organization. Some examples of activities that would not be considered acceptable service are: sports team managing or training, service work for a group as part of your membership obligation, rehearsing, orientation/training, working from home. Camp counselors may receive 8 hours per day for service.
- **Religious Service:** In order to be applicable to a student's Silver Cord hours, an activity may NOT be directly involved with the rituals, services, or ceremonies of any specific religion or fundraising to support a specific religion or religious institution. Examples of invalid activities include, but are not limited to: singing in the choir, candle lighting, reading from religious texts, altar service, etc. Accepted religious activities include, but are not limited to: teaching Sunday or Vacation Bible School, leading youth groups, babysitting during religious services, working on a sound crew, recording/videotaping a service, or mission trips.
- **Silver Cord Hours CAN NOT be:**
 - ❖ to satisfy a class or requirement/obligation for any agency, program or organization of which you are a member
 - ❖ for a relative
 - ❖ for pay or compensation of any kind