



Green Cord Community Service Documentation Form
 McKinney High School 2017-2018

Make sure you keep a copy for your records, and make sure to read ALL instructions before submitting hours.

This form must be legible or it will not be counted

Name: _____ Grade: _____ ID#: _____

E-Mail (make sure we can read it clearly): _____

Organization Service was done with: _____

Was Service done in affiliation with MHS? Yes No

Green Cord Hours

Documentation: Under the "Service Date" column, record each day that service was performed for the above organization in the format MM/DD/YY (Ex: 02/21/16). For each day of work, list the number of service hours completed that day in the column "# of hours."

Service date	#of hours	Service date	#of hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Number Of Hours: _____

Description of volunteer services performed:

(If more space is needed, please complete an additional form.)

Director Information:

Name: _____ Daytime phone: _____

Signature of the Director: X _____ Date: _____

Student's Signature: _____ Date: _____

By signing this document you are asserting accuracy in the information listed above.

Comments: _____

Return this document to a Green Cord drop box. If completed incorrectly, it will be rejected by the Green Cord Committee.

Make sure you keep a copy of this form for your records.

2017-2018 Green Cord Criteria

- ❖ You can view opportunities and your hours go to www.mhsstuco.weebly.com
- ❖ Minimum of 100 hours is required to receive a green cord award.
- ❖ A green cord can be earned by each year of high school.
- ❖ **50 hours must be completed, documented, and submitted no later than 2:30pm on Friday December 22, 2017 (NO EXCEPTIONS). If you do not turn in the 50 hours, you will be removed from the program.**
- ❖ All 100 green cord hours must be submitted **no later than 2:30 pm on Friday April 13, 2018 (NO EXCEPTIONS)**
- ❖ No more than 60 hours will be awarded for work affiliated with McKinney ISD (Please note that Peer tutoring, PALS, Clinical Rotation, Early Childhood, or any other class for which you receive a grade will **NOT** count towards green cord hours). Hours affiliated with MHS include work done for the school (not during class time) by helping teachers, PTO, helping in the workroom, etc.
- ❖ **BABYSITTING HOURS WILL NOT BE ACCEPTED FOR GREEN CORD!**
- ❖ **AT LEAST 40 hours must be non-affiliated with McKinney ISD**
- ❖ A maximum of 25 hours will be accepted per mission trip.
- ❖ No volunteer hours will be accepted if done during a church worship service time. (This includes but is not limited to Sunday School Teacher, singing in the choir, working in the nursery, etc.)
- ❖ Hours associated with any group or club within MHS will not be accepted if they are mandatory for that group or club or for a grade.
- ❖ No signature will be valid unless it is that of the program sponsor/director and includes a phone number where that person may be contacted.
- ❖ No volunteer hours can be earned during club meetings or club affairs.
- ❖ No volunteer hours will be accepted if you are working at a sporting event for your team.
- ❖ No form of fundraising will be accepted for green cord hours unless the fundraising was done to benefit a non-profit organization (Food Pantry, Red Cross. Etc.) and is not mandatory for your group or club.
- ❖ Hours will NOT be carried over from year to year; everyone starts with 0 hours.
- ❖ Hours for the 2017-2018 school year will start after April 13, 2017.
- ❖ A list of updated hours will be posted monthly in the library and on www.mactownstuco.weebly.com (check frequently for mistakes and notify the Green Cord Committee if there are any concerning you. It is the student's responsibility to keep up with his or her hours.).
- ❖ If you have any questions or concerns please feel free to email the Green Cord Committee. This address is mhsgreencord@mckinneyisd.net .
- ❖ Sponsors cannot fill out or turn in any green cord forms. **All forms are to be filled out and submitted by the student.** Any forms not filled out and submitted by the student will not be accepted.
- ❖ Only the current year's documentation form will be accepted.
- ❖ **MAKE AND KEEP A COPY OF ALL YOUR DOCUMENTED HOURS FOR YOUR RECORDS!**

* Please note the Green Cord Committee (GCC) will review all hours. The GCC decision on all hours is final. If you think your hours will be questionable, please submit a detailed description of your service activity on your green cord documentation form. This will help the reviewers to decide whether or not to accept the hours. It is recommended that hours are turned in periodically to ensure you receive your award. Criteria on this sheet are subject to change without prior notice. It is the responsibility of student to keep up with their green cords hours.