

# SILVER CORD Pre-Service Approval Application

Complete this document and submit it to the Silver Cord Coordinator at Waukee High School for approval. The Silver Cord Coordinator will review it and return it to you. Allow 48 hours for approval. Remember to complete the SILVER CORD AWARD form and return it to the Silver Cord Coordinator within two weeks of service completion.

Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_  
(please print)

Phone numbers: \_\_\_\_\_

Student ID # \_\_\_\_\_ E-mail address \_\_\_\_\_

Date of Service \_\_\_\_\_ Planned number of hours \_\_\_\_\_  
Begin End

Name of Group/Organization/Event: \_\_\_\_\_

Location of Activity/Experience \_\_\_\_\_

Explain type of task you intend to complete.

\_\_\_\_\_  
Name of Coordinator at Service Site Phone number Date

## FOR THE PARENT/GUARDIAN:

Your signature represents your approval of the student's plan to volunteer as explained on this document:

\_\_\_\_\_  
Parent/guardian

The request is:  Approved  Not approved

Comments:

\_\_\_\_\_  
Signature of Silver Cord Coordinator

\_\_\_\_\_  
Date

# Silver Cord Award

The purpose of the Waukee Silver Cord Program is to instill within students the importance of community service, and encourage students to be accountable for investing in their own education and in their community on a regular basis during their school years. The Silver Cord Award is a distinguished volunteer service award available to Waukee High School Students who complete 150 hours of community service (except for the Class of 2010, 75 hours and the Class of 2011, 125 hours) by April 30 of their graduation year will receive the Silver Cord to wear at graduation. Students who complete at least 25 hours per year will be recognized annually.

## IMPORTANT DETAILS REGARDING THE SILVER CORD AWARD:

- **Consider volunteer activities of interest to you.** Visit the Community Education tab at the Waukee Community School District website for volunteer activities that qualify for the Silver Cord Program, or develop your own ideas.
- **Complete the Pre-Service Approval Form** located online or in the Principal's Office at Waukee High School or the Deans Office at Prairieview. Submit the Pre-Service Approval Form to the Silver Cord Coordinator in the principal's office for approval. A Pre-Service form **is required prior to the service activity**. This prevents any misunderstanding of qualifying hours. If the Pre-Service Approval Form is not filled out and turned in, service hours are not guaranteed to be awarded. Contact the volunteer site to confirm your service activities. Silver Cord hours must be for meeting a clearly defined **need** for an agency, social service, group or community event. Other activities may apply as determined by the Silver Cord Coordinator.
- **Complete your service.** Submit your Silver Cord Award Form to the Silver Cord Coordinator – one form per site. **Forms need to be turned in two weeks after the volunteer experience is finished for the hours to count toward recognition awards.** The Silver Cord Coordinator will log hours into the PowerSchool database.
- **Choose to volunteer again!** The more hours you volunteer, the closer you are to a silver cord at graduation. But remember, the most important thing is giving something back to our community. Your service matters!
- **Summer service.** Students should pick up Silver Cord forms before the end of the school year to photocopy and use during summer service or download a form from the website: [www.waukee.k12.ia.us/communityeducation/silvercord](http://www.waukee.k12.ia.us/communityeducation/silvercord). Summer service hours not pre-approved before school is out are not guaranteed to be awarded. Students should keep completed approval and award forms until they return to school in the fall. **Summer service materials are due September 1<sup>st</sup>.** Hours will not show in PowerSchool until late September.
- **Service NOT recognized for the Silver Cord program.** School activities such as selling merchandise (fundraisers), homecoming events, music or athletic practices, work for one's family or babysitting for a single family except with special approval, participation in self-improvement workshops and clinics, service which is part of an academic, court ordered, or discipline requirement.

**Please get project approval from the Silver Cord Coordinator before completing the volunteer service to be sure the hours will count. All documents must be turned in as directed. Contact Sally Housholder at [shousholder@waukee.k12.ia](mailto:shousholder@waukee.k12.ia) with ANY questions.**