**General Information**

The Delaware Volunteerism Act, established in 1994, states that “the active participation of young adults in volunteer activities is necessary to achieve a truly healthy community.” The Delaware Department of Health and Social Services and the Delaware Department of Education have partnered to develop the process by which young adults can received recognition for their participation. The following information provides details regarding the process for such recognition.

**Qualifications (Title 14 § 8902A(c)(2)):**

1. Volunteer community service shall not be performed during the hours that the student is required to be in attendance at school;
2. Volunteer community service shall be performed only with an organization or project whose name has been submitted to a school counselor by the Delaware Office of Volunteerism or the Department of Education; and
3. Volunteer community service shall not be of a political or advocacy nature.

**Recognition:**

A student who meets the necessary requirements shall be eligible for the following types of recognition:

1. Certificate of Recognition – A certificate of recognition shall be provided to the student to document the volunteer community service.
2. Delaware Volunteer Credit – Upon completion of 90 hours of community service, the student in any grade 9-12 shall receive (1) Delaware Volunteer Credit that can be counted as an elective towards graduation, **if** the student’s district or charter school board has adopted a policy approving such credit. The volunteer service must be completed over two semesters and performed outside of the student's regularly scheduled school day.  The semesters do not have to be consecutive or in the same calendar year. No more than (1) Delaware Volunteer Credit shall be awarded to any student. *Students should verify eligibility for this credit with their school counselor or principal.*

**Volunteer Opportunities:**

|  |  |
| --- | --- |
| **Eligible for Recognition** | **NOT Eligible for Recognition** |
| * Non-profit organizations
* Time served with faith-based organizations that does NOT include teaching or promoting one faith. (Examples: serving food, fundraisers, banquets, volunteering at the facility)
 | * Hours spent teaching religion in a church, synagogue, mosque, or faith-based institution
* Ceremonies (including choirs, bands, etc.)
* Time served benefiting a for-profit corporation
* Any experience in which the student was paid for his or her time
* Babysitting (paid or unpaid)
 |

The above list is general and not exhaustive. Questions regarding specific experiences should be directed to the student’s school counselor prior to volunteering.

For more information, please visit <https://volunteer.delaware.gov/delaware-volunteer-credit->

**Student Instructions**

1. After determining the eligibility of your volunteer experience, students must use the Volunteer Verification Form (attached) to document all hours. Hours documented in other formats, such as organization letterhead, will not be accepted.
2. Once you have completed your volunteer hours, complete the necessary sections of the Volunteer Verification Form. Your site supervisor MUST sign the form to verify your participation. You may use the same form for more than one experience.
3. Turn the completed form in to your school counselor by **April 1st**. Completed forms submitted after this date will be processed the following school year.

**School Counselor Instructions**

1. Upon receipt of the Volunteer Verification Form, please ensure it is completed in its entirety, including dates, hours and signatures of all supervisors.
2. Identify whether the student is eligible to receive the Certificate of Recognition or both the certificate and an elective credit.
3. Sign and date the form.
4. Return the completed form to the State Office of Volunteerism no later than **April 15th**. Forms submitted after this date will be processed the following school year. Forms may be emailed, faxed or mailed.

**Tina Gary, Volunteer Service Coordinator**

**Email:** tina.gary@delaware.gov

 **Fax:** 302-857-5041

 **Mail:** State Office of Volunteerism

 Attn: Tina Gary

 805 River Road

 Dover, DE 19901

**Volunteer Verification Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/Cell #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Agency Name & Address | Site Supervisor Signature & Contact Information | Dates of Service | Total Hours |
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*School Counselor Use Only (below this line)*

School Counselor Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon approval of the State Office of Volunteerism the student will (please select one):

* Receive one Elective Credit and Certificate of Recognition
* Receive Certificate of Recognition Only

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School Counselor Signature Date