

PHILLY

SERVICE EXCHANGE

Community Service Hour Submission Form

Thank you for serving your community. Complete this form for each volunteer experience. Supervisor signatures are not required. All submissions are subject to verification.

Student Information

Full Name _____

School _____

Email _____

Volunteer Organization

Organization _____

Address _____

Description of Volunteer Activities

Total Hours _____

Organization Contact (for verification only)

Contact Name _____

Title _____

Email _____

Student Certification

I certify that the information above is true and accurate. I personally completed the volunteer service described and accurately reported my hours. Philly Service Exchange reserves the right to verify this submission. Knowingly submitting false information may result in rejection of hours, revocation of awards, or removal from the platform.

Student Signature _____ Date _____

What Happens Next

1 Submit this form.

Email a photo or scan of the completed form to jbloom@phillyserviceexchange.com.

2 We verify your hours.

We may reach out to your volunteer organization contact to confirm the details of your service.

3 Your hours count.

Once verified, your hours are logged toward Verified Service Hours and count toward mentorship opportunities on the Philly Service Exchange platform.