

NAME OF ORGANIZATION	DESCRIPTION OF SERVICE	DATES OF SERVICE MM/DD/YY	NUMBER OF HOURS	SUPERVISOR SIGNATURE	SUPERVISOR PHONE #

Student Signature

Parent/Guardian Signature

Date

TOTAL HOURS

IMPORTANT: The student is responsible for securing an appropriate volunteer assignment(s) and for the accurate and thorough completion on this tracking form. All signatures must be valid to meet eligibility requirements. The deadline for submittal cannot be extended. Information provided by students on tracking form will be verified at random.

Level 1 Junior Criteria: At least 120 hours of volunteer service must be completed by May 1 of the student's Junior year. Recipients receive an official letter from the Mayor recognizing their efforts and service to the community.

Level 2 Senior Criteria: At least 160 hours (total including junior year hours) of volunteer service must be completed by May 1 of the student's Senior year. Recipients are presented with a medallion for recognition of their outstanding service to the community. It is not necessary to fulfill the Junior level criteria to earn the Senior award.

Service Eligibility:

Students' volunteer hours must be served with a nonprofit organization providing services of significant benefit to the Brea community and have a recognized volunteer program. If you have any

questions about eligibility, please call (714) 990-7798 **before you volunteer for a particular program/organization. Ineligible service may result in denial of the award.**

IMPORTANT NOTICE
If a student is required to perform community service hours for groups such as Key Club, PAL, ASB, Brea Olinda High School's Community Service Award, or any other award program, s/he may apply half (50%) of the required service hours toward the Mayor's Youth Award. *For example*, if a student in ASB is required to donate 100 hours of community service, 50 of those hours can now apply to the Mayor's Youth Award requirement. The student will receive full credit for any hours volunteered in excess of the 100 hours required. *Class hours for credit, or hours reimbursed with stipend payments do NOT apply toward Mayor's Youth Award hours.* Please call or e-mail for further details.

Students turn in completed forms to:

**Community Development Front Desk
1 Civic Center Circle, Third Floor
Brea, CA 92821**

It is the students' responsibility to complete, keep and return these forms by 5:00 p.m. on May 1. Students are urged to make a copy of their completed tracking form for their records BEFORE turning in. Random calls may be made to verify the accuracy of these records.

ATTENTION SENIORS: Senior students who have met Level 2 (Senior) criteria during their Junior year must re-submit a copy of their original tracking form plus any additional hours to be considered for Senior Award.