



## Service Hour Verification Policy

Updated September 2021

Grassroots Ecology welcomes volunteers of all ages at our community work days. Staff are also happy to verify service hours for class requirements, club affiliations, college applications, court-ordered community service, and other reasons. We appreciate your cooperation with the following requests so we can continue providing quality service learning opportunities to thousands of volunteers each year:

- In order to keep up with our high volume of service hour verification requests across all of our programs, Grassroots Ecology requests that volunteers **submit volunteer hours for approval within two weeks** of their service date. Staff members are unable to approve service hours submitted more than one month after the service date.
- Staff can sign hours verification forms on-site at the end of work days, and/or provide contact information for online or phone verification. Volunteers must submit hours requests to the specific staff member(s) present at their service day. Contact information is provided on the Eventbrite page for each service event.
- If you are unsure which staff member to contact, please email [volunteer@grassrootsecology.org](mailto:volunteer@grassrootsecology.org) with the date, time, location, and brief description of your service day, and we will do our best to connect you with the appropriate staff member to verify your hours.
- Our program staff reserves the right to verify service hours according to their own judgement. Volunteers are welcome to arrive late or leave early but will not receive service hours for time they are not physically present. Additionally, if a volunteer fails to make a reasonable effort to follow instruction or exhibits unsafe or disrespectful behavior, staff may decide to amend or deny service hours to that individual.
- Lastly, please make sure you sign up for your Grassroots Ecology event on our [Eventbrite page](#) and check in with your staff facilitator at the beginning of your service event. If you aren't signed up on Eventbrite and "checked in" on our system, there will be no record of your service hours, and staff will be unable to verify your attendance.

Questions? Comments or feedback? Please contact [volunteer@grassrootsecology.org](mailto:volunteer@grassrootsecology.org) to share your thoughts.