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**AmeriCorps 2018-2019 Civic Engagement Hours Documentation**

**Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Host Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

After getting approval from your host site supervisor, please email Paula Smith americorps@unitedwaydgco.org to request permission for hours outside of your normal service site. After completing hours, have whoever is overseeing your hours sign this form and return it to Paula for your file.

**Date of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Service Hours Recorded on Timesheet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Civic Engagement Activity (what did you do, for who, where, why?):**

**Signature of representative who can verify hours:**

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**Printed name and title of representative who can verify hours:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**