Community Service Bursary Volunteer Hours Record

Submit sheet by email to communityservicebursary@gov.pe.ca

Should be submitted yearly or by July 31st in the year students are graduating from high school.

Volunteer Organization's Name	Organization's Contact Person	Contact Person's Phone Number	Contact Person's Email Address

Volunteers:

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Student's Last Name	Student's First Name	Student's Middle Name or Initial	Student's Phone Number or Email	Graduation Year (June)	High School Attended	Time Period for Volunteer Hours (Ex. Sept. 2021 - Jun. 2022)	Student's Total Volunteer Hours

Please note: Instead of signatures, volunteer organization contacts are identified by their email address, which was given during the volunteer organization's registration process. If anyone other than the listed organizational contact(s) submits volunteer hours for an organization, the volunteer hours will not be added to the student's volunteer record. To change contact information, please submit a new Volunteer Organization Registration form to our office or contact our office in writing. Previous contacts will be contacted to verify contact information changes.

Instructions:

1. Please ensure volunteers have completed a Community Service Bursary registration form before they begin volunteering or before volunteer hours are submitted.
2. To help identify the student, please use the phone number or email they used on their Community Service Bursary student registration form.
3. Please round student total volunteer hours to the nearest hour. Round up if 30 minutes or greater and round down if less than 30 mintues. (Example: 4.5 hours → round up to 5 hours)
4. The first volunteer date for students is July 1 in the year they complete grade 9. Please do not submit volunteer hours for volunteering completed before this date.