

## **Verification of Volunteer Hours Served in Children's Ministry**

We are happy to verify your volunteer service hours for your school or other organization. Please be sure the info you give us is accurate, detailed and complete! As we verify hours for hundreds of volunteers each year, the more timely you are, the easier it will be on you. We ask that above all, you be honest as you fill out and submit your forms. Integrity is essential, and God must be honored.

### **When, Where and How To Submit Your Forms**

- We want to help you be successful in timely submissions to verify your much appreciated service! As such, requests/forms should be **submitted to us within 4 weeks of your service** date. Older dates of service may or may not be able to be confirmed due to staff and programming changes. We don't want to let you down, so getting it done at or near the time of your service is to your advantage.
- We request you submit your forms in person, at the time of your service. If you or we have questions, or corrections need to be made, it'll save both of our time.
- If your verification process is digital, you'll need to connect with one of our staff, preferably your leader, on the day you serve. On the off chance this isn't possible, please connect with us within 4 weeks of your served hours for verification.
- If your leader is not available at the end of your serving time, please come to the check-in area for assistance.

### **About Your Paper Forms or Digital Requests**

You need to submit the forms (paper or digital) required by your organization for verification.

*Please Note:* We are not able to create forms or documents for you, AND we will not accept or verify incomplete forms, nor will we be responsible for uncollected forms.

- If your verification process requires a written statement, and you do not have a form, please create, print and submit one with the pertinent information noted below.
- All forms must be pre-filled out and should include the following information:
  - Your **first** and **last** name
  - The name of the organization to whom you will submit your volunteer hours, i.e. your school or other organization requiring proof of your service.
  - All dates of your service need to be accurate, including day, month and year. We cannot verify "June" or "Sunday" or VBS, and definitely not a just a year in which you served.
  - The time/hours served, i.e. 9:00 – 11:00 a.m..
  - The total of hours served, i.e. Was your serving time a total of 1.5 hours or 12 hours total?
  - Your street address, your phone AND your email. No partial info and no PO boxes.
  - You will also need to include the name of our church and address –
  - **Crossroads Community Church, Children's Ministry**  
**9900 S. Twenty Mile Rd., Parker, CO, 80134 (303) 841-3785**
  - Some organizations may require a summary of where/how you served. Please include it. We will not add that information to your form. Why is that so important? See the info near the bottom of this page.

### **How Do I Know The Total Number Of Hours I Served?**

- We're so glad you asked! First and foremost, get your hours verified on the day(s) you serve. We'll be able to help you by giving you an accurate amount of time to record, and it'll be signed right then!
- What if you missed us or forgot? If you're serving during a weekend service/teaching hour, you may claim 1.5 hours for each service hour you served, but **ONLY** if you arrived on time, which is 30 minutes prior to the start of the service and did not leave early. Remember, God loves that you're sharing your time in service, and so do we, but honesty matters!
- What about other programming, such as VBS or mid-week serving? VBS has different hours for you to record. Not only does it include more consecutive days, but it also includes training hours, so be sure to ask our leadership about what's appropriate and correct to record. We'll also remind you at least a dozen times that week! As for other programs, the staff member leading you will be able to direct you.

### **Why is it important that I have all of this information?**

- Should your organization choose to call us for further verification, we may not be able to corroborate your service, and you may lose the hours as unverifiable. Unthinkable! Again, accuracy + timeliness = success .
- We do not keep copies of your form(s).