

GHS AMBASSADOR PROGRAM

INSTRUCTIONS FOR COMPLETING THE SIGNATURE AUTHORIZATION FORM FOR OFFICIALS OVERSEEING SERVICE OF A STUDENT GROUP

Purpose of this Form: This form is to be used when students who are members of non-school organizations/groups complete community service under the purview of the organization to which they belong as members. Organizations that qualify under this definition would include NCL, Boy/Girl Scouts, Church Youth Groups, etc. As these organizations are not the direct beneficiary of the actual service, but are, rather, the facilitators of the volunteer work force for it, non-profit agencies may have one or more designated adult official(s) of the student organization sign forms verifying the work of their student members. In order for this to happen, this *Signature Authorization Form* must be properly completed and submitted to the Ambassador Program Committee **ON OR BEFORE THE FIRST SCHOOL DAY FOLLOWING THE COMMUNITY SERVICE ACTIVITY.**

REMEMBER: Parents of student participants cannot sign *Service Hours Forms* for any reason.

When completing the *Signature Authorization Form for Officials Overseeing Service of a Student Group*, please note the following:

1. The official of the student member organization should download and use **ONLY** the current version of this form as it appears on the web site.
2. The official of the student member organization should complete the *Service Project Information* section and the *Group Information* section before taking it to or emailing it to the philanthropic agency that is the direct beneficiary of the service to be done by the student group.
3. The official of the student member organization should have the non-profit agency (the recipient of the actual service) complete the *Non-profit Agency Information* section and sign the form.
4. Completed forms must be submitted to the red Ambassador Program collection box in the GHS Guidance Department office **ON OR BEFORE THE FIRST SCHOOL DAY FOLLOWING THE COMMUNITY SERVICE PROJECT.** The Form can be emailed via scanning and sent to GHSAmbassadors@aol.com.
5. If you have questions regarding this form, please contact the Committee at GHSAmbassadors@aol.com.