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**Tyee Middle School PTSA Volunteer Hours Log Sheet**

1. Complete and submit the form along with all signatures, such as chair signature, and volunteer signature. (Electronic signature is strongly recommended. Please use free signature app from Adobe sign or Docusign )
2. Send an electronic copy of the form to [PVSA@tyeeptsa.org](mailto:PVSA@tyeeptsa.org)
3. Please also attached the copy of your green card or passport to [PVSA@tyeeptsa.org](mailto:PVSA@tyeeptsa.org)
4. All forms must be received by July 20thof each year
5. For the applicant who age is in-between two age group, you can submit your application according to the age group in which you spend most of your volunteer time. The percentage will be 80%.
6. If a volunteer participates in activities in other PVSA certifying organizations, he/she can choose to submit all hour records either to Tyee PTSA School for awards or to other organizations for awards.You can also Applying awards via more than one organization, without double-counting of the volunteering hours.
7. Volunteer hours for Tyee PTSA activities are not less than 70% of the time required for each award.
8. Please separate Tyee PTSA volunteer hours with other organization volunteer hours by using different application forms.
9. For Tyee PTSA Club coaches, you should list your volunteer hours according to months.

Volunteer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer’s Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer School orEmployer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer’s Email:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age:** □ Kids (ages 5-10) □ Teens (ages 11-15)

□ Young Adults (ages 16-25) □ Adults (ages 26 and up)

**Status:** □ US Citizen □ Green Card Holder

**Volunteer Hours** (please use the second page if you need more space)

| **Program or Activity（description）** | **Date** | **Hours** | **Program Chair name&Signature** | **Program Chair’s email & phone number** | **The tax id (if other than Tyee PTSA)** |
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| **Total \_\_\_\_\_\_ hours** | | | | | |

Privacy Statement: the personal information such as date of birth and email address you provide will be kept fully confidential and will not be transferred or shared for any reason other than for the purpose of the President’s Volunteer Service Awards.

Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_