



When time matters most

**YOUTH FOR HOSPICE
PROCESS FOR RECEIVING COMMUNITY SERVICE HOURS**

Thank you for volunteering for Youth for Hospice!

PLEASE NOTE:

***WE MUST HAVE A SIGNED YFH APPLICATION ON FILE
IN ORDER FOR YOU TO RECEIVE CREDIT FOR COMMUNITY SERVICE HOURS!***

I. TO RECORD YOUR HOURS

- YOU MUST SIGN IN AT EVERY MEETING AND EVERY EVENT IN ORDER TO RECEIVE COMMUNITY SERVICE HOURS. That includes meetings and events that are held at your school. (Those running the meetings or events will be responsible for providing sign-in sheets and submitting them to Marie Wood Smith within 2 weeks of the event to mwoodsmith@unitedhospiceinc.org or dropping them off at the office).
- You should also personally keep track of your own hours, which you will need to know in order to request community service letters.

II. TO REQUEST A LETTER FOR COMMUNITY SERVICE

- Requests for community service letters must be submitted to Marie Wood Smith on the attached form. You may complete the form and put it in Marie's mailbox in the front office or you may scan and email it to mwoodsmith@unitedhospiceinc.org.
- Please specify exactly the meetings or event hours for which you are requesting a letter.
- Please allow ONE WEEK processing time.
- Note that attendance at the monthly Youth for Hospice meetings held at 11 Stokum Lane in New City will be applied to community service hours only after you have volunteered for at least one event during the school year.

If you have any questions about submitting community service hours, please contact:

**UH Volunteer Coordinator, Marie Wood Smith
at 845-634-4974, or mwoodsmith@unitedhospiceinc.org**