REQUEST FOR VERIFICATION OF REQUIRED SERVICE

Thank you for choosing to complete your required service at Union Station Homeless Services. The following is the procedure you should use to have Union Station verify your hours in writing:

1. Each time you volunteer, sign in and write a star next to your name. If you have not signed in, Union Station will not verify your hours.
2. Using the grid below, keep track of the hours you have volunteered. At the end of each of your volunteer shifts, ask your supervisor to initial in the designated space.
3. When you have completed your hours, add them up and put the total in the "Total Hours" box.
4. Fill in the name and address of the person to whom you would like your verification letter sent.
5. Submit this form to the Volunteer Department ***no later than 7 days*** before your verification letter must be mailed. Request for Verification Forms can be mailed or delivered to 825 E. Orange Grove Blvd., Pasadena, CA 91104, (626) 240-4550, extension 105. Copies or faxes will not be accepted.

First Name: ______________________________ Last Name: ______________________________

Phone Number: (______)__________________________ E-mail Address: ______________________________

Number of Hours Required: ________ Offense (if court-required) ______________ Due date: _____-_____-_____

Date	# of Hours	Supervisor Initials	Date	# of Hours	Supervisor Initials

TOTAL HOURS:

Please mail a letter verifying my hours to:

Name: ______________________________ Organization: ______________________________

Address: ______________________________ City: ________________ Zip: ______________

Thank you for your volunteer work at Union Station Homeless Services.