



Community Service Verification Form

MAP Ambassador: _____

MAP Parent: _____

MAP District: _____

Date of service project: _____ Hours completed: _____

Completed by: Parent Ambassador

MAP Participant/Parent: _____

Print name Signature Date

Describe Neighborhood/Community Service Project:

***This portion is to be completed by organization staff only.**

Type of Organization: Non-Profit For Profit Faith-Based Institution Other

Organization: _____

City, State, Zip: _____

Primary Number: _____ Email: _____

Representative: _____

Print name Signature Date

*Please return this **completed** form to your **Youth Specialist, at your site**, within one week of the service project.



MAP Community Service Project Guidelines



Volunteerism is a core value of The Memphis Ambassadors Program. We engage our Ambassadors and Parents in community service to highlight the value of giving back and building strong relationships with our communities.

In order to receive credit, below are the guidelines for choosing your service projects and submitting your forms:

✓ **Number of Hours**

- Parents must complete at least 2 hours per service project.

✓ **Acceptable Organizations**

- Non-Profits
- For-Profits: Medical institutions, Care Facilities (e.g. nursing homes), Financial institutions

✓ **Service Projects through Faith-based institutions**

- Acceptable: Community Outreach (e.g. food pantries, homeless ministries, prison ministries, health fairs, carnivals)
- Not acceptable: Worship Services (e.g. Sunday school, ushering, child care)

✓ **Organizing Your Own Service Project**

We encourage the initiative, leadership, and creativity of Ambassadors who would like to organize

their own service project.

- Projects must provide a service to multiple individuals.
- Take pictures! We want to highlight your great work on MAP media platforms.
- Projects must have prior approval to ensure it meets the program guidelines. Contact Mary Brooks @ maryh.brooks@memphistn.gov or (901) 636-6561.

✓ **Completing the Form**

- Forms can be found at your site or under the Resource tab @ cityofmemphisyouth.org.
- Separate forms must be completed for the Ambassador and Parent, even if you participate in the same project.
- Forms must be filled out completely (i.e. signatures of all parties).

✓ **Submitting the Form**

- Deadline: Forms must be submitted within a week of the date the project was completed.
- Forms must be physically turned in to the Youth Specialist, at your site.
- We do not accept documents electronically.
- We will not accept documents submitted to the MOYS office.