



CUMBERLAND VALLEY KEY CLUB



REQUEST OF INTERNAL HOURS FOR SCHOOL EVENT

Please print this form independently and bring it to your location of service to acquire a supervisor's signature.

Due to increased membership and limited internal hour opportunities, we will CONSIDER transferring some external service hours to the internal hours category so you may fulfill your minimum requirements. To best guarantee that we grant your request, make sure that

- 1. The event has a strong connection to Cumberland Valley*
- 2. You are already demonstrating effortful attempts in signing up for real internal events already posted on the Key Club Volunteer Opportunities page (preferably at least 4 internal hours logged)*

If we do not log these hours in the internal category, they will go to the external hours category by default.

This form is for current/future events. You may not request for past external hours that have already been logged to be transferred to internal.

Name:

Grade:

Number of hours completed (round to nearest half hour):

Date of service:

Name & address of organization:

Brief description of volunteer activity:

Sponsor/supervisor name:

Sponsor/supervisor contact info:

Sponsor/supervisor signature: