Request for Relicensure Clock Hours

I am requesting documentation for ☐ 5 or ☐ 10 clock hours for using volunteers during the 20__ - 20__ school year.

After attending the "Using Volunteers Effectively" online module (which can be recorded for one clock hour under Workshops), teachers are eligible to earn additional clock hours for using volunteer tutors or resource speakers. Thirty (30) hours of supervising volunteers (service related to improving student achievement) is equivalent to 5 clock hours; Sixty (60) hours of supervising is equivalent to 10 clock hours. Clock hours are granted in blocks of 5 or 10 and only in the year in which they are earned.

Listed below are volunteers that worked with my students and the total hours of service (you may substitute a copy for your own records):

Name		Role (tutor, speaker, etc.)		Total Hours of Service

Date	Teacher's Name (please print)	Teacher Signature	School

Please have this request for documentation signed by your Volunteer Liaison. Return to Volunteer MPS by May 31st. Your relicensure hours will be documented on E-Compass.

I verify that this teacher has supervised the volunteers listed above for the stated hours.

School Volunteer Liaison signature: _____