



## VOLUNTEER LOG

**Pueblo of Isleta - Department of Education**  
950 Moonlight Dr, SW  
Albuquerque, NM, 87105  
Phone Number: (505)869-9790  
Email: poischolarships@isletapueblo.com

**Student Name:** \_\_\_\_\_

**Term/Semester:** \_\_\_\_\_

As outlined in the Higher Education *Policies and Procedures, Section 100.4, (K)*, all scholarship recipients are required to complete a minimum of 10 volunteer hours per semester in which they receive funding. To fulfill this requirement, students must submit a Volunteer Hours Log at the end of each funded term.

To count as *valid* volunteer hours, the activity generally must meet these three requirements:

- **Non-Profit Status:** The work should be done for a 501(c)(3) non-profit, a school, a government agency, or a civic organization.
- **No Compensation:** You cannot receive money, school credit (in some cases), or "payment in kind" (like free tickets to a festival where you worked).
- **Benefit to the Community:** The service must provide a clear benefit to a group or the environment rather than a private individual or a for-profit business.

### TO BE COMPLETED BY HEP STUDENT AND ORGANIZER

*This document serves as an official record to capture the following:*

1. The total number of volunteer hours completed.
2. Details about the activity or task in which the student participated.

If you have any questions or need clarification, please contact the Department of Education.

Date	Organization Name	Activity/Task Description	Hours	Supervisor Name & Title	Supervisor Contact	Supervisor Signature

**Total Hours:** \_\_\_\_\_

**By signing below, I agree to the following:**

*I certify that the volunteer hours recorded on this log are accurate and reflect my actual service. I understand that providing false or misleading information may result in a probationary period that may affect my eligibility for financial assistance. I agree to follow all policies and procedures set by the Pueblo of Isleta Department of Education.*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

### TO BE COMPLETED BY HEP STAFF

\_\_\_\_\_  
*HEP Staff*

\_\_\_\_\_  
*Date Received*