



**JUNIOR LEAGUE OF ALBANY**  
*Women building better communities®*

## Outside Community Service Substitution Request Form

In accordance with the JLA Membership Requirements, Members may complete and submit this form within 30 days of completing outside community service to the Board of Directors for their approval. Pending approval from the Board, outside community service hours may be substituted for points toward the JLA Community Service Requirement in the following increments:

4 volunteer hours = 1 point

6 volunteer hours = 2 points

10 volunteer hours = 3 points

JLA Member: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date volunteer hours were completed: \_\_\_\_\_

Agency where volunteer hours were completed: \_\_\_\_\_

Agency's supervisor of volunteers and their contact information:

Name & Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Brief description of volunteer work completed:

---

---

---

---

---

Would you recommend this community service opportunity for a DIAD or Community Impact Project? Why?

---

---

JLA Member signature certifying the above information is accurate: \_\_\_\_\_

Board Member Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Important Notes:

3 points are needed for all Members to satisfy the JLA Community Service Requirement.

All Outside Community Services Substitution Forms are due prior to May 1<sup>st</sup> of the current League year AND within 30 days of completing the volunteer hours.

All requirement substitution forms are subject to approval by the Board of Directors.

*To ensure your substitution will be accepted, pre-approval from the Board is strongly recommended.*