



# JUNIOR LEAGUE OF ALBANY

## Outside Community Service Substitution Request Form

In accordance with our Membership Requirements, Members may complete and submit this form within **30 days** of completing outside community service to the Board of Directors for approval. Pending approval from the Board, outside community service hours may be substituted for community service credits in the following increments:

- 4 volunteer hours = 1 credit
- 6 volunteer hours = 2 credits
- 10 volunteer hours = 3 credits

JLA Member:

Today's date:

Date volunteer hours were completed:

Agency where volunteer hours were completed:

Agency's supervisor of volunteers and that person's 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?



**JUNIOR LEAGUE OF  
ALBANY**

By submitting this form, I certify that the above information is accurate:

(Please sign and print your name)

Board Member Approval:

Date:

### **Important Notes**

- All Members need 3 community service credits to satisfy the Community Service Requirement.
- All outside community service substitution requests must be made before May 1 of the current League year.
- To ensure that your substitution will be credited, we strongly encourage you to seek pre-approval from the Board.