**Commonwealth of Massachusetts**  
**Human Resources Division**  
**SERV Volunteer Program**  
[www.mass.gov/serv](http://www.mass.gov/serv)  
**Revised Verification Form September 2011**

**SERV Verification Form of Volunteer Services**  
*You should submit the original of this signed form to your state agency human resources or payroll office.*

<table>
<thead>
<tr>
<th><strong>Part 1- To be completed by the state employee SERV volunteer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name:</td>
</tr>
<tr>
<td>Your Employee ID</td>
</tr>
<tr>
<td>Your State Agency:</td>
</tr>
<tr>
<td>Your State Agency Address:</td>
</tr>
<tr>
<td>Your State Work Phone #:</td>
</tr>
</tbody>
</table>

**Type of volunteer organization in Massachusetts** (Check one)  
- [ ] Public School including Charter Schools  
- [ ] Other educational volunteering  
- [ ] Youth Mentoring  
- [ ] Environment  
- [ ] Health  
- [ ] Human Services  
- [ ] Public Safety

**Volunteer Program Name/Address:**  
**Date of Volunteer Service:**  
**Time you arrived at volunteer site:**  
**Time you departed from volunteer site:**  
**Total hours volunteered excluding lunch break:**  
**VOL hours to put on timesheet**  
**Describe your volunteer duties performed today:**

_____________________________  
Volunteer Signature  
Date

<table>
<thead>
<tr>
<th><strong>Part 2 - To be Completed by the Volunteer Organization</strong></th>
</tr>
</thead>
</table>

Please ensure that all fields above are completed by the volunteer before signing.  
I certify that the volunteer has not been awarded and will not receive any compensation or reimbursement by the organization or entity for the volunteer work performed. This is not a political organization. In addition the volunteer activities do not promote religion as the Massachusetts State Constitution (Amendment XVIII, § 2) prohibits public funds from supporting religious institutions. I have visited [www.mass.gov/serv](http://www.mass.gov/serv) and read the SERV program guidelines ([http://www.mass.gov/Eoaf/docs/hrd/policies/leave/serv_guidelines.doc](http://www.mass.gov/Eoaf/docs/hrd/policies/leave/serv_guidelines.doc)) to learn more about the SERV program.

_____________________________  
Volunteer Organization Signature  
Date