**Dragon Volunteers: Independent Civic Engagement Activity**

**Hours Verification Form**

Volunteerism is an integral part of Drexel University’s culture. For this reason, the Lindy Center for Civic Engagement connects benefit-eligible employees to volunteer opportunities through the Dragon Volunteers Program. The Civic Engagement Leave Policy ([https://drexel.edu/hr/resources/policies/dupolicies/hr70](https://drexel.edu/hr/resources/policies/dupolicies/hr70/)/) administered by the Department of Human Resources allows benefit-eligible employees to receive up to 16 hours of paid time each year to use for civic engagement activities. Recognizing the diverse array of skills and interests of Drexel employees, the Lindy Center and the Department of Human Resources have agreed to expand the scope of the policy to include an independent civic engagement activity option starting April 1, 2019. The independent civic engagement activity option will allow employees to submit a request for civic engagement leave with the organization of their choice.

**All activities must meet the following specifications:**

1. Activity must be with a recognized 501c3 non-profit organization.

2. Employees may not use this time to engage in partisan political activities such as campaigning or engagement in protests, petitions, lobbying activities, or strikes. Nonpartisan activities such as staffing voter registration drives or Election Day voting booths are approved under this policy. Please refer to Drexel Policy CPO-1 for more information: <https://drexel.edu/cpo/policies/cpo-1/>

3. For activities involving minors, the employee must be in compliance with the Protection of Minors Policy, which includes obtaining clearances for working with youth and registering the activity with the Minors Coordinator.

Employees who chose to use their time for an opportunity *not* facilitated by the Lindy Center for Civic Engagement must have a volunteer supervisor sign this form as proof of service. **All activities must be pre-approved by the Lindy Center for Civic Engagement and the employee’s supervisor.**

Drexel Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drexel Employee Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Service (please use additional forms if necessary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time In and Out at Service Site: \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_ (Example: 10am / 1pm)

Time In and Out of Office: \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_ (Example: 9:30am / 1:30pm)

Non-profit Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return this form within three days of your service to dragonvolunteers@drexel.edu or drop it off in person at the Lindy Center for Civic Engagement at 3210 Cherry Street.***

**REMINDER**: Please log your hours, including all travel time occurring during your typical work hours, as "Civic Engagement Time" on your timesheet or leave report.

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