

PROCESS for obtaining SSL Credit for your work for the Tacy Foundation

How to Ask for and Receive SSL Activity Form for Credit Hours for your School Counselor:

1. Keep your Log complete. Enter all the columns carefully. You must have one entry for "ORIENTATION Conference Call. This is mandatory to save everyone time and to expedite your work in the community and for credit with SSL authorities in your jurisdiction.
2. Write all information in pen or marker. NOT pencil. The Data Manager cannot see the pencil on scans.
3. To submit, your Parent's signature is required. You will find it at the top left side of the front page. Have Parent initial each page if you have done multiple activities.
4. Total the accumulated Hours at the bottom of the log. Always follow the guidelines from the pre-approved time allowed by MCPS. You will not be given more hours than allowed for each project.
5. Write (on the computer) your reflection of your activities. Submit your reflection on a separate word document for the Data Manager to copy and add to the Activity form.
6. Send to Jenny Utz, Volunteer Data Manager. sslthetacyfoundation@gmail.com. Ms. Utz will place your reflection, total hours, and information on the official SSL Activity Form.
7. She will sign it and send it back to you. Her signature makes it official.
8. Submit the official form to your school for MCPS SSL Credit hours.
9. Write a huge thank you to Ms. Utz for her kind and diligent work on your behalf. Not just the parent. The child/teen will want to thank Ms. Utz. She is a volunteer too, and everyone who volunteers is so very generous. Learn at a young age how to say "Thank You" for the quiet, behind-the-scenes people who serve you as you serve others.
10. Always keep a copy of every SSL sheet that you submit.