



GREEN CORD VOLUNTEER PROGRAM HANDBOOK

Mission & Vision

Serving is, first and foremost, an act of worship to God. At MArCH, we strive to encourage our students to selflessly serve their community, church, and those in need. We hope and pray this program helps your student(s) and family grow in the area of service.

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” 1 Peter 4:10

Program Overview

The Green Cord program runs from **May 1 through April 30**. Students in grades 9-12 may join at any time during the year.

- **The 100-Hour Goal:** Students must complete at least **100 hours** of volunteer work within the program year to earn the Green Cord certificate.
- **Graduation Recognition:** Any student who earns the 100-hours (regardless of their current grade level) will receive a certificate and will be eligible to wear a **green cord** at their graduation.
- **Multi-Year Excellence:** For every additional school year a student meets the 100-hour goal, they will receive an **additional pin or charm** to display on their green cord.
- **Four-Year Milestone:** Students who achieve the 100-hour goal for **all four years** of high school will receive an additional distinction for their consistent dedication to service.
- **Annual Schedule:** Hours must be logged within the specific one-year schedule; hours exceeding the 100-hour minimum cannot be carried over to the following year.

Documentation & Submission

- **Enrollment:** Indicate a desire to participate in the program by completing the [Green Cord Enrollment Form](#).
- **Forms:** Document all service hours on a [Community Service Documentation Form](#). Use a separate copy for each organization you serve.
- **Signatures:** Every form must be signed by a supervisor. Please ensure the supervisor is not the student’s parent, as parent signatures will generally not be accepted.
- **Summary Log:** Students must also maintain a [Green Cord Spreadsheet Summary Log](#) to track their total hours.
- **How to Submit:** Scan and email completed forms and summary log
 - Send to: **greencord@marchgroup.org**
 - Use the subject line: **Green Cord - [Student Name]**.
- **Deadline:** We encourage you to submit hours by the **end of March** for review and approval.



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Service Criteria: What Counts?

Category	Hour Limit	Examples & Rules
MARCH/Co-op	Max 20 hrs	Assisting committees, event setup/cleanup, or teaching a class (if not for a grade).
MARCH Drama	Max 20 hrs	Tech week assistance (concessions, costumes, etc.) only if you are NOT a participant in the show.
Church/Worship	Max 30 hrs	Worship band/team, nursery, or Sunday school volunteering held on church property.
Community Service	No Limit	Habitat for Humanity, food pantries, VBS, Mission Trips (active service hours only; no travel or rest).

Important Exclusions

- **Babysitting:** Does not count for individual families, but is accepted if serving an organization (e.g., childcare during a church meeting).
- **Sports:** Hours do not count if you are a member of the team.
 - **Travel/Rest:** Travel, worship, and free time during mission trips do not count toward service hours.
- **Other:** Fundraising and club meetings are not eligible.

Contact Information

- **Email:** greencord@marchgroup.org