

GREEN CORD VOLUNTEER PROGRAM HANDBOOK

Welcome to the Green Cord Program for MArCH high school students. 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 want to foster the development of this act of worship in the hearts of our kids daily. We hope and pray this program provides a way to help your student and family grow in the area of service.

The Green Cord program runs from May 1, 2025-April 30, 2026, and students may join at any time during the year. 100 hours of volunteer work are required per year to achieve the Green Cord certification. We encourage students to submit hours by the end of March for review and approval in case there is a need for clarification or additional documentation. Please fill out the [Green Cord Participation Form](#) so I can keep a running list of participants.

I am here to assist at any time and can be reached at lscheibe@marchgroup.org or text me, Leigh Ann Scheibe, at 972-922-0365.

Below you will find information to be eligible for participation.

GREEN CORD DOCUMENTATION

-Students must document all service hours on a [Community Service Documentation Form](#). Students must complete a separate copy of the Community Service Documentation Form for each organization they serve. The forms must be completed with the listed information, be signed by a supervisor and include the supervisor's contact information. Make every effort to document with a supervisor's signature who is not the student's parent. In most cases, a parent's signature will not be accepted.

-Students must fill in a [Green Cord Spreadsheet Summary Log](#), logging the total hours served. I'd encourage you to keep a copy of the documented hours for your records; it is an excellent tool for applying for scholarships, college applications, resumes, and job applications.

GREEN CORD SERVICE CRITERIA

Hours can be logged from May 1, 2025-April 30, 2026. Hours must be logged within this one year schedule. Hours exceeding the 100 hour minimum will not carry over to the following year.

- The Green Cord program is for high school students, grades 9-12.
- A minimum of 100 community/volunteer service hours is required to receive a Green Cord Award. Freshmen, Sophomores, and Juniors will receive a certificate at the end of the spring term. Seniors will receive a certificate and will also be able to wear a green cord at graduation.

You may submit hours by scanning the forms and sending them via email. Submit to Leigh Ann Scheibe at lscheibe@marchgroup.org. The subject line should read: Green Cord & student name.

Criteria for Types of Hours Accepted

- Up to 20 hours will be awarded for work affiliated with MArCH Group and MArCH Co-op.

In MArCH Co-op, no hours may be earned for a class in which you receive a grade.

Hours affiliated with MArCH that WILL count toward the award include assisting MArCH or MArCH Co-op Committee, helping teachers (but not during or for a class you are taking), teaching a class at Co-op, Co-op set up and clean up, or setting up for special events, etc.

- MArCH Drama Program volunteer service hours will be counted separately from MArCH Co-op service hours. Theater service hours may not exceed 20 hrs of the 100 hour requirement. Hours will be earned if you volunteer to aid in the production only if you are NOT a participant of the show.

Hours affiliated with MArCH Drama Productions that WILL count toward the award include assisting the cast during tech week in one of the various needs (concessions, ticketing, costumes, lighting, sound booth, etc).

Hours must be signed and approved by the production director/production assistant.

- Up to 30 of your 100 total hours may be from serving in worship/church service. Anything not listed below is at the discretion of the Green Cord committee.

Hours that WILL count toward the award include volunteer hours that occur on church property. This includes worship band or team participation (includes practice hours and during worship service times), teaching or assisting in the nursery or Sunday school classes, volunteering to assist at conference events held on church property.

Service opportunities that the church participates in and/or organizes for the community that take place off church property may count separately from your church worship/service hours. Hours affiliated with para-church ministries that WILL count toward the award include church-organized service at a food pantry, Habitat for Humanity, mission trips, being a part of a service project to help a member of the church.

VBS volunteer hours, whether your home church or elsewhere, counts toward service hours, but is separate from worship/church service. These hours will need their own form/signature.

Mission Trip volunteer hours count toward service hours, but are separate from worship/church service. These hours will need their own form. Count only the hours actually in service to the community they are reaching. It does NOT include travel time, resting, or tourist time while on the mission trip.

Babysitting hours for individual families are not accepted for Green Cord awards. However, babysitting to serve an organization will be accepted. For example, babysitting for no remuneration during a meeting is serving an organization or church, not an individual family; therefore, it would count. It will count toward your 30 hour worship/church hours if held on church property.

Sporting events will not count unless you are NOT part of the team.

No volunteer hours can be earned for fundraising, for hours performed during club meetings, and no hours for any court-appointed community service.

Most volunteer hours served in various community organizations will be approved if they meet the above criteria. To receive hours for the approved criteria, Students MUST submit completed documentation for each organization with a Supervisor's signature (not the parents).

The Green Cord Coordinator or Committee will evaluate all volunteer/service hours that meet the above criteria and are recorded correctly for approval. If you have any questions, please email or text Leigh Ann Scheibe at lscheibe@marchgroup.org or 972-922-0365.