



PARENT VOLUNTEER VERIFICATION FORM

All student parents receiving subsidy through the Student Child Care Subsidy Program are required to volunteer a minimum of 1 hour per semester with their child care provider. The program also requires that a Center Representative sign-off on this parent volunteer verification form and submit to the Subsidy Coordinator (Cheryl Zeljak) **annually**.

Please complete this form and submit (by December 31st, May 31st, and August 15th annually):

Student Parent Name: _____

Child Name: _____

Child Care Provider Name: _____

Child Care Provider Address:

Telephone No. : _____ - _____ - _____ **Date of Volunteer Work:** _____

Time & Duration of Volunteer Work:

1. Please describe the capacity in which the parent volunteered at your child care center this semester

We certify that the information above is accurate and will be used for parent volunteer verification for the Penn State University Student Parent Child Care Subsidy Program.

_____ **Student Parent (Print Name)**

_____ **Student Parent Signature**

Date: ____/____/____

_____ **Center Representative (Print Name)**

_____ **Center Representative Signature**

_____ **Center Role (i.e. teacher, director, asst director, etc)**

Date: ____/____/____

PLEASE NOTE: TO BE VALID, this form must be sent directly from the child care provider via mail, email, or fax to:

The Pennsylvania State University: Coordinator, Student-Parent Child Care Subsidy Program
Human Resources: The 331 Building, Suite 200: University Park, PA 16802
Email to: subsidy@psu.edu : Fax: (814) 863-4872