



VERIFICATION FORM

A verification form should be completed for each project. Pre-approval is required for NON BMH sponsored events and activities. Contact Karlie Belle Price (Marketing Director) at x5506 or kprice@bmh.org for project pre-approval. Additional copies of this form can be found on the external BMH website at www.bmh.org/bmh-cares. Completed forms should be text and/or scanned and emailed to Karlie Price or Kelley Epling (HR Director) (kepling@bmh.org) within 24 hours of project completion. *****NOTE: FORM MUST BE SIGNED AND DATED BY THE PROJECT COORDINATOR/LEADER OR YOUR DEPARTMENT DIRECTOR*****

YOUR NAME:

YOUR JOB TITLE at BMH:

BMH DEPARTMENT/LOCATION:

SERVICE PROJECT DETAILS:

DESCRIPTION OF SERVICE COMPLETED:

ORGANIZATION/GROUP:

DATE(s) SERVICE WAS PERFORMED:

TOTAL NUMBER OF SERVICE HOURS: _____

PROJECT COORDINATOR/LEADER NAME & POSITION:

PROJECT COORD. or DEPT DIRECTOR SIGNATURE: _____