



**Site:** <https://communityed.waukeeschools.org/silver-cord/>

Use your **Waukee Community School District** credentials - email and password.  
You will see purple banners, click on your need:

1. **STUDENTS - Submit Your Silver Cord Hours** - links directly to the **Submit Hours** form. The left column gives you links to lots of other information. **You must enter the organization who can verify you volunteered for them.** **Who** you volunteered for, not the event, such as: **Northwest/Waukee Athletic Booster Club Concessions**, not Football - NWHS/WHS. **IMPORTANT!** Please submit hours within the **30 day deadline to submit** or they are ineligible. Use the **Add a Date** button to submit hours for the **same** opportunity, if done within the 30 day deadline to submit, such as a week of VBS hours. This practice helps you, the organization, and me to verify and approve hours, in a timely manner. Make sure the times are correct - **AM/PM**. Add comments, if necessary, click **Submit Hours**.
2. **STUDENTS - Find Volunteer Opportunities** - links directly to the Canvas Backpack page. See volunteer opportunities for you to choose and sign up to volunteer. The "**Who**" area reveals the organization name, remember it when submitting hours.
3. **Organization Not Found? - Submit New** - links directly to the **Submit Organization** form. **Only enter a new organization**, if the organization is not on the approved **View Organizations** list. Complete all information on form, including specific volunteer descriptions, non-profit ID #, etc.

**Resources:**

**\*STUDENTS - Submitting HELP!** - links to directions to submitting hours, if needed.

**Silver Cord Handbook** - links directly to the current Silver Cord Handbook

**More Help! - Frequently Asked Questions** - links directly to Silver Cord FAQ

**CONTACT** - Email - [kobrien@waukeeschools.org](mailto:kobrien@waukeeschools.org) or [silvercord@waukeeschools.org](mailto:silvercord@waukeeschools.org)  
**In School Hours** - NWHS/Activities Office - Tuesdays - 8 am - 2 pm, 515-987-5181, Ext. 20039  
WHS/Main Office - Wednesdays - 8 a m - 2 pm, 515-987-5163, Ext. 20039