



MYUSDA

USDA's National Service Day Linking our Employees to Service

USDA Employee: _____

Supervisor Name: _____

Title: _____

Agency: _____

Email Address: _____

Phone: _____ Fax: _____

This certifies that the employee listed above has been given 2 hours Administrative leave to participate in the USDA National Service Day celebrating Martin Luther King's Birthday.

Approved by: _____ Date: _____

This verifies that _____ provided service for the organization listed below. Please return this section to the employee's supervisor when the service is completed.

Organization: _____

Contact Person: _____ Title: _____

Organization's Address: _____ State: _____ Zip: _____

Email Address: _____

Phone: _____ Fax: _____

Date service was completed: _____ Hours completed: _____

Authorized Signature: _____ Date: _____

Thanks for your service!