

TAC Forms for Requirements Tracking

Each time you complete service hours for TAC, you must submit a completed TAC Service Form for requirements tracking!

There are two options for submitting TAC Service Forms:

OPTION 1: Printable TAC Service Forms

Find TAC Service Form on the TAC Page of the YR Website [HERE](#).

- *Submit printed & completed TAC Service forms at the check-in table at TAC Meetings.*

OPTION 2: Adobe Fill & Sign

Find the TAC Service Form for Adobe Fill & Sign on the TAC page of the YR Website [HERE](#).

- *If a TAC Service Form is emailed to tacvp@youth-resources.org via Adobe Fill & Sign, submitting a printed copy of the TAC Service Form is not necessary.*

FOR A COMPLETE TUTORIAL ON USING ADOBE FILL & SIGN, PLEASE WATCH THE BRIEF TUTORIAL VIDEO [HERE](#).

1. Download Adobe Fill & Sign from your App Store.
2. Open the Adobe Fill & Sign App.
3. Click where it says "Select a form to fill out"
4. Choose "Web Search"
5. Go to youth-resources.org/teen-advisory-council
6. Scroll down to "Helpful Links"
7. Select the "Service Form (Adobe Fill & Sign)"
8. Select "Import Form." If necessary, select "Import Form" within the pop-up text box.
9. Use Adobe's text function to fill out the form within the app. Make sure to fill out each section fully.
10. Click the ink pen button and select "Create Signature"
11. Using the Pen function, record your own student signature & drag to the correct space.
12. Click the pen icon again and select "Create Initials"
13. Collect a signature from the Adult Contact by having them sign with their finger & drag it to the correct place on the form.
14. Once the form is completed, select the export icon on the bottom of the screen & email the form to tacvp@youth-resources.org. A PDF copy of your form will then be sent via email.

SHADOWING

Shadowing Forms are also required to be completed & submit for annual shadowing requirement tracking. These can be found on the YR Website [HERE](#).