

Service Hour Log Information Sheet

In an effort to alleviate confusion regarding Service Hour Logs we have attempted to answer any and all question. If you are unsure of anything please contact your Student Activities Office for assistance.

1. Student must be a member of a club/organization to earn Service Hours.
2. The advisor who was present at the event must sign each item on the Service Hour Log.
(Example: if your club member is also an ASRCC Senator, only the Senate Advisor should sign for Senate events. Advisors sign only for events you were present at.)
3. Service Hours are hours spent by a club/organization member serving the club, college or community (see definition of community hours). Club members cannot receive class credit (extra credit) or get paid for their services in order to qualify.
4. Any hours spent at an off-campus (non-club affiliated) activity must be recorded on a separate form: The COMMUNITY SERVICE HOUR LOG.
5. During retreats, conferences, etc. only those hours spent in actual working meetings will count. Anything over twelve (12) hours needs to be verified verbally by the advisor.
6. Service Hour Logs should be signed as events are completed. They can be turned in to the Student Activities Office any time prior to the deadline for that semester. Students are encouraged to turn in logs as the forms are completed.
7. Students are encouraged to make a copy of their logs prior to turning them in for their records. The Student Activities Office will not make copies for you.
8. Only Students who turn in completed logs by the deadline and have logged at least fifty (50) hours will be invited to the awards presentation and listed in the program.
9. Do not count attending service awards banquet/reception. Only the hours invested in setting up for the banquet/reception count.
10. Carefully print your name and address. We use the information on the service hour sheets for processing the certificates and addressing the invitations. If you move please contact the Student Activities Office the week prior to the banquet/reception to update your address.
11. You must adhere to deadline dates. All deadlines are listed on the Service Hour Log.