

Verification of Community Service Hour Sheets

Community Service Hours are from club/organization members only. Advisors must be aware of volunteer work in advance. Community Service Hours are defined as volunteering time or service for organized volunteer work (such as any charity organization, volunteer service agency, parks and recreation, volunteer coaching, team moms, etc.), for sports, schools, shelters, community, outreach, hospitals, nursing homes and church work (such as teaching, music, parking, etc.). Babysitting for friends does not count. If you are unsure if your volunteer work is eligible for credit, contact your Student Activities Coordinator for confirmation prior to service hour sheet deadline.

Dear Student Activities Coordinator:

Please accept this document as verification of community service hours volunteered by _____, student number _____. She/he did the following work for me.

<u>Date</u>	<u>Description</u>	<u>Hours</u>	<u>Date</u>	<u>Description</u>	<u>Hours</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

She/he worked a total of ____ hours. Her/his efforts were in support of _____

If you have any questions regarding this matter, please contact me at the daytime phone number listed below.

Sincerely,

Signature

Phone Number

Printed Name

Date

Phone Numbers MUST accompany signature.