

Community Service Documentation Form



STUDENT ORGANIZATION

- ✓ Community service **DOES NOT** include activities that take place on campus or activities in conjunction with Community Service day.
- ✓ The total number of hours **DOES NOT** include traveling time.

Event Details:

Name of nonprofit: _____

Event Title: _____

Description of what volunteers will do: _____

Special instructions: _____

Address of activity: _____

Day and date: _____ Start time _____ End time: _____

Departure time at SAU: _____ Back on campus: _____

Event: Private (only for members) Public (Open for all students)

Maximum Volunteers: _____ Deadline to sign Up: _____

Student Organization Name: _____

Contact person:

Name: _____ Southern ID#: _____

E-Mail: _____ Phone #: _____

Authorization/signatures

Signature of organization advisor: _____ Date: _____

Signature of organization President: _____ Date: _____

Office Use Only:

Received on: _____

Recorded on: _____

Attendance: _____ # _____

Finalized: _____

