



Office of Residence Life

HFPP Community Service Form

Please fill out this form after you have completed your community service. It is recommended that form is submitted within two (2) days of completing your service activity but no later than assigned deadline (see important dates for deadline). Late forms will NOT be accepted.

Your Name: _____ ID: _____ Date: _____

Location of service: _____

Description of Service: (cleanup, served food, etc.) _____ -

Event Date(s): _____

Total Number of Service Hours provided: _____

Please have the site sign off that you performed the service. In order to verify your service, please provide the following:

Service Provided to: _____

Site Contact Person: _____

Site Contact Phone #: _____

Site Contact Email: _____

I certify that the student named above has performed community service at our site.
[Alternative: Attach signed letter on agency letterhead]

Volunteer Coordinator/Site Supervisor Signature

Date

Student Signature

Date