

Community Service 101 Completion Verification Form

The following steps must be completed to receive credit for Community Service 101:

First, complete the required hours of service.

Second, fill out the first two sections of this form.

Third, have the agency supervisor fill out and **sign** the bottom section of this form.

Fourth, return this form during one of the Reflection Workshops at the end of the semester or to the Richter Center office by the course deadline.

This form should not be completed until all hours indicated have been finished!

Student Data

Student Name	Date
Address	City: Zip
Phone: ()	Major:
Student ID No.	Class Standing: Frsh Soph Jr Sr Grad
Community Service units: 1 (45 hours per semester) 2 (90 hours per semester) 3 (135 hours per semester)	

Agency Data

Agency Name	Phone ()
Supervisor's Name	Title
Address	City Zip

Agency Completion Verification

This confirms that _____ has performed _____ hours of
Name of Student

community service at _____. The hours were performed on/from
Agency Name

_____. Please comment on duties and performance below.
Dates

Signature of Agency Representative

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