

# Community Service 101 Completion Verification Form

### Student Data

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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.

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

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

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

### Agency Completion Verification

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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*

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\_\_\_\_\_  
*Signature of Agency Representative*

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