## **Community Service Reporting Form**

		presented by omplete hours of Community Service	has an e by
	ID:	Incident Date:	
Phone No		Student Signature	Date
		Student Conduct Representative	Date

## DIRECTIONS

- Step 1: Locate a venue to complete your hours. Please review the Community Service listing with the student conduct representative or visit the Community Service Volunteer Opportunities website at <u>www.coastal.edu/conduct</u> and select "Student Conduct Information for Students" followed by "Community Service Volunteer Opportunities". Hours must be completed at a not-for-profit venue or event.
- **Step 2: Contact** the agency/contact to schedule your hours.
- Step 3: Complete and log Community Services Hours (on page 2 of this form)
- **Step 4:** Sign and Return this completed two-page form to the Dean of Students Office at any of the following:
  - Kearns Hall, Suite 105
  - Eaglin Hall, Suite 123
  - UP Grand Strand, Bldg. 102
  - Fax to 843-349-2316, or
  - Email to <u>conduct@coastal.edu</u>.

All service hours *must be performed and completed in person*. Service hours completed online *will not be accepted*.

Additionally, service hours may not be completed with any entity to which a student is affiliated. Service hours must be separate from pre-existing commitments or relationships.

Examples of these commitments include, but are not limited to:

- fraternity/sorority life;
- athletics;
- employment;
- other clubs/organizations;
- family members and friends.

All hours submitted will be verified by the Dean of Students Office.

Student's Name: Community Service hours:

Hearing Officer:

**Community Service Hours** 

CCUD:

Incident Date:

Date	Time In	Time Out	Hours	Manager/Designee Signature and Printed Name	Agency Name	Phone Number	Verified (Office Use Only)
With my 🤅	signature b	elow, I certify	y that the	With my signature below, I certify that the above information is true and accurate.	ite.		
						· F	TOTAL HOURS

\*\*\*\*Failure to return this form by the deadline will result in a hold being placed on your account.\*\*\*\*

Date

Signature of Student