



Student LIFE Community Service Form

RSOs completing hours to fulfill Student Organization Handbook Service Requirements should turn this form into the Student LIFE Office after each completed service project in order to receive credit.

RSO Name

Campus

Name and Title of Person Completing Form

Service Guidelines: Only recognized, established institutions and organizations are approved for community service, such as OCC Student LIFE Office, general nonprofits, grade schools, libraries, hospitals, nursing homes, churches, social service agencies, community service groups, government entities, etc. Examples of service projects that will NOT be approved: chores like mowing lawns, babysitting, shoveling snow for neighbors, friends or family; working for your parents for free; donating time to a for-profit business; tutoring in an unstructured environment. Community service hours reported may NOT be granted for RSO related activities, such as attendance at Student Government meetings, Welcome Week, other club events, etc. Only site supervisors for nonprofit organizations, governmental agencies or K-12 schools may sign this form to verify service performed.

Date of Service	# of Hours	Name of RSO Members Performing Service	Institution/Organization and Description of Service Performed	Authorizing Signature and Title	Phone #

President Signature

Date

Advisor Signature

Date