



## Office of Community Service &

### DOCUMENTING COMMUNITY SERVICE

#### Step 1

Download and complete the Agency Placement Form. Take it to the agency at which you want to perform the community service. Obtain signatures from the head of the agency and your advisor.

#### Step 2

Bring the completed and signed form to the Office of Community Service and obtain approval to begin work. **It is necessary to gain approval from the Community Service coordinator before you begin your community service in order to receive credit.**

#### Step 3

Download the Student Time Sheet and Supervisor's Evaluation Form and take them to the community service agency.

#### Step 4

Perform the community service. Documentation must be submitted no later than **30 days after completion of the community service activity. If you intend to graduate, all documentation must be returned to the Community Service Office no later than April 15<sup>th</sup>.** If you perform service during the summer you will still be responsible for submitting the forms as requested.

#### Step 5

Submit your reflective essay on your service experience along with the Student Exit Assessment Form to the Office of Community Service **within 30 days of completion of the service. The essay must be typewritten, double-spaced, in a size 12 font, and be a minimum of two to three pages.** Students will work with the site supervisor to submit the following items, which must be mailed to the Community Service Office by the agency:

1. A cover letter on agency letterhead
2. A signed time sheet showing the number of hours completed
3. A completed site supervisor's evaluation form

#### Step 6

Once all of the necessary forms have been submitted and you have completed 60 hours of community service, contact the Office of Community Service to obtain a signed certificate recognizing your completion of service. Then bring the certificate to the Office of the Registrar to receive your community service credit for graduation.  
**CONGRATULATIONS!**