



University of Maryland Eastern Shore Office of Student Activities

“We Are Not Just About Fun & Games...
We Build Bridges, Citizens and Train Leaders!”

Volunteer Community Service Form

Student Information

Organization _____

Organization Contact Person _____ Classification: FR SO JR SR

Address _____

Telephone Number _____ E-Mail _____

The above student has participated as a volunteer in the following community service event (s)

Service Site Information

(Please Note: This section is to be completed and verified by the site supervisor.)

Date (s) of service _____ Time Range _____

How many Organizational Members Participated? _____

Service Contact Person (s) _____

Address _____

Telephone Number _____ E-Mail _____

Briefly describe the service your organization provided. _____

Total Number of Hours Contributed _____

(Provide a schedule if hours were continual or contributed over a lengthy period of time.)

Signature of Authenticity _____ **Date** _____

Signature of Authenticity should be obtained by the service site supervisor

PLEASE RETURN THIS FORM TO:

The Office of Student Activities
Student Services Center-Suite 2104
University of Maryland Eastern Shore
Princess Anne, Maryland 21853



**Reaching for Opportunities
To Service Our Community!**

Community Service Policy and Procedures

POLICY AND PROCEDURES:

1. Organizations are responsible for reporting seventy (70) hours of service to the Office of Student Activities, to which fifty (50) hours are to be completed on campus, and twenty (20) hours to be completed off campus with local or national sponsoring organizations.
2. To receive credit towards the required 70 hours, 80 percent (over the span of the 70 hours) of the organization members must participate in the planning, development, and execution of the service.
3. **Organizations will receive credit for the actual service performed and not for the time spent meeting and planning the proposed service.**
4. **Organizations must complete and return the Community Service Report Forms to the Office of Student Activities within 30 days of the service rendered.** Hours of service not reported within the time frame allotted will not be counted.

ACCEPTABLE FORMS OF SERVICE:

1. Informational flyers and awareness ribbons campaigns are acceptable forms of service and organizations will receive credit hours towards the distribution of informational flyers and ribbons, and for the time spent making the flyers and ribbons.
2. Canned food drives, clothing drives, toy drives and other donation drives are acceptable forms of service and organizations will receive credit hours only towards attended and supervised events such as the door-to-door collection, table set up collections in the SSC, and the drop off of these items, There will be not credit hours given to organizations for drop off site locations left unattended. The Office of Student Activities will approve credit hours after the donation has been made to the local or nationally sponsored group/organization.
3. **The Office of Student Activities will not credit hours which have been performed without the prior consent or knowledge of the organization's advisor and written authorization and/or verification from the local/national sponsoring group.**
4. Examples of Community Service are: Highway/Community Clean-up, Habitat for Humanity, Tutoring/Mentoring, blood drives, national health/awareness walks, and programs. If you have any questions about the community service program, please feel free to ask a staff member of the Office of Student Activities.

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Student Service Center-Suite 2104
30665 Student Services Center Lane
Princess Anne, Md. 21853