COMMUNITY SERVICE/PHILANTHROPY REPORT FORM

(Please return completed form to the Community Service Graduate Assistant in the Office of Student Activities, University Union Room 217)

Student Organization: _____

Name of Agency or Group Served: _____

Contact from Agency (Name and Telephone):_____

Name or Type of Community Service/Philanthropic Event:

_____

Description of Event and Population Served: _____

_____

_____

Date of Event: _____ **Total number of students in organization:** _____

Total number of volunteers: _____ **Total number of hours donated:** _____

Total amount of money donated: _____ **Proof of Service Included with Form:** ___ **Yes** ___ **No**

Print Clearly

Name of Volunteer	# of Hours Served	$ Raised (if applicable)

All forms must be turned in by the last day of classes in the Spring semester to receive credit on TU's Annual Service Report. When returning this form, please attach a letter as confirmation that your organization has completed service. This confirmation can be in the form of a letter on the organizations letterhead stating number of volunteers and hours donated, receipt upon donation of goods, or other formal letters confirming service.

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