

VOLUNTEER SERVICES INFORMATION SHEET

All Recognized Student Organizations Must Fill This Sheet Out!

Associated Student Government is responsible for keeping track of community service hours completed by ESU student organizations.

All recognized organizations must complete 20 hours of community service during the current academic year (August through May) to maintain Recognized status as an organization. If an organization does not complete its community service hours and file the required paperwork through the Associated Student Government Office, it will disqualify a club from receiving a club budge allocation until said hours are completed and approved.

Community Service done by individuals who may be a member of a student organization does not necessarily constitute community service done by a club. To claim community service, participants/members must be acting in the name of their organization. Members can only credit service hours to the represented organizations, regardless of their possible membership in other organizations.

MANDATORY INFORMATION (*DO NOT LEAVE ANY SECTION BLANK*)

Name of Organization:

Member Available for Contact:

Name:

Phone:

E-mail Address:

Faculty Sponsor:

Name:

E-mail Address:

Total Number of Community Service hours (completed reverse side):

If you are looking for Community Service opportunities check out "Connecting Through Service" at www.emporia.edu/csi/cs for a list of sponsors in the Emporia community.

If you have any questions regarding community service and/or this form, please contact us at asgtreas@emporia.edu.

VOLUNTEER SERVICE HOURS LOG

- The fall semester service deadline is the last day of finals week.
- The **FINAL** service deadline is the last day of finals week in May.
- *20 hours of service for the entire academic year is the requirement to receive ASG allocations*

DATE:

EVENT:

NUMBER OF MEMBERS PRESENT:

HOURS ATTENDED:

TOTAL HOURS:

DATE:

EVENT:

NUMBER OF MEMBERS PRESENT:

HOURS ATTENDED:

TOTAL HOURS:

DATE:

EVENT:

NUMBER OF MEMBERS PRESENT:

HOURS ATTENDED:

TOTAL HOURS:

DATE:

EVENT:

NUMBER OF MEMBERS PRESENT:

HOURS ATTENDED:

TOTAL HOURS:

TOTAL HOURS: _____