Verify OF COMMUNITY SERVICE

Student’s Full Name: __________________________
Student ID #: __________________________

Number of Hours Required: _________________ Due Date: ____________________________

Step 1: THIS STEP IS REQUIRED PRIOR TO THE START OF ANY COMMUNITY SERVICE

You must contact Elizabeth Miller in the Office of Community Engagement (efmiller@wm.edu) no later than ___/___/____ to set up your plans for community service. Ms. Miller will also provide you with information to complete a required Pre-Service Survey.

Pre-Service Survey Completion Date: ____/___/_____ (to be filled out by student)

Step 2:

To be filled out by community service contact/supervisor UPON COMPLETION OF SERVICE:

Contact Signature: ___________________________ Date: ___/___/____
Organization: ___________________________ Phone: _______________

The student’s work was: □ Poor □ Average □ Good □ Excellent

Number of hours of service performed (attach a log if possible): ________.

Please describe what services the student provided: _________________________________________
__________________________________________________________________________________.

Step 3: THIS FORM WILL NOT BE ACCEPTED UNLESS ALL THREE STEPS ARE COMPLETED

After completion of your service, contact Elizabeth Miller in the Office of Community Engagement (efmiller@wm.edu) for an exit interview to take place before the date your service is due. After that conversation, you will also be required to complete a Post-Service Survey.

Date of Meeting: ____/___/_____ Date of Post-Service Survey Completion ____/___/_____

Failure to complete service by the deadline could result in an additional charge of Failure to Comply and will result in a HOLD being placed on the student’s official College record preventing him/her from registering and/or participating in other College transactions.

Please feel free to call the Dean of Students Office at (757) 221-2509 with questions.

REVISED SUMMER 2012