COMMUNITY SERVICE TIME SUBMISSION FORM

Student Conduct | Dean of Students Office | East Tennessee State University D.P. Culp Student Center, Suite 391 | Post Office Box 70725 | Johnson City, TN 37614-0725 oss., (423) 439-5377 | r., (423) 439-6454 | deanofstudents@etsu.edu

Office (423) 439-3	03// Fax (423	1439-0434	<u>deanoistudent:</u>	<u>swetsu.edu</u>
Student Name:	# Hours t	# Hours to Complete:		
Student ID/E Number:	Deadline	Deadline for Completion:		
Service Site/Organization:	Contact F	Contact Person for Verification		
	Name:			
DATE	TIME	TIME	HOURS	*CONFIRMED BY/
WORKED	IN	OUT	(CLOSEST 1/4)	DATE
*This signature confirms that the plocation.	person named above	had satisfactorily co	mpleted the stated n	umber of hours at this service

INSTRUCTIONS

Each student is to take this form to service agency where you will be completing your hours. All hours are to be completed at APPROVED service locations ONLY. See Community Service Site Locations listing at: https://www.etsu.edu/students/conduct Hours cannot be done in conjunction with other obligations of work or organizational responsibilities. You are responsible for contacting the agency and planning a work schedule that will ensure completion by the deadline date. Once you have completed your hours, the supervisor/representative at the service location must sign your time sheet for verification. The completed time sheet should be returned to either Housing and Residence Life or the Dean of Students Office depending on which assigned the hours.

Failure to complete work hours by the specified date is contempt of court; Further sanctions may include additional community service hours and/or encumbrance preventing registration, continued enrollment, graduation, or access to your academic transcript until work hours are completed.

		OFFICE USE ONLY		
TOTAL: NOTES:	CONFIRMED: Y / N	WITH:	ВҮ:	DATE: