

COMMUNITY SERVICE HOURS SUBMISSION FORM

Student Conduct • Division of Student Affairs • East Tennessee State University
 Post Office Box 70725 • Johnson City, TN 37614-0725
 Phone: 423-439-6129 • Fax: 423-439-6454

Student Name:			# Hours to Complete:	
Student ID/E Number:			Deadline for Completion:	
Service Site/Organization:			Contact Person for Hours Verification: Name: _____ Number: _____	
DATE WORKED	TIME IN	TIME OUT	HOURS (to closest ¼ hour)	*VERIFIED BY/DATE:

**This signature verifies that the person named above has satisfactorily completed the stated number of hours at this service location.*

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: <http://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 needs to sign your time sheet for validation. The sheet needs to be returned to either the Housing and Residence Life or the Student Affairs Office depending on which office assigned your hours.

Failure to complete work hours by the date set will result in contempt of court which could result in additional work hours and an encumbrance from registration, continued enrollment, graduation, or access to your academic transcript until work hours are completed.

OFFICE USE ONLY				
TOTAL: _____	CONFIRMED: _____	WITH: _____	BY: _____	DATE: _____
NOTES:				