Shippensburg University – Office of Student Conduct

Service Hours Record Form– All Sections Must Be Complete To Be Valid

Total Service Hours Assigned _____ **Due Date** _____

Last Name _____ **First Name** _____

SU Student ID _____ **SU Student email** _____ **@ ship.edu**

Name of Pre-Approved Site/Service _____

Address _____

_____

_____

Phone _____

Email/Website _____

List of Duties Performed At This Site:

_____

_____

_____

Supervisor's Name _____

(PLEASE PRINT)

Supervisor's Signature _____

For Office Use Only:

Date Received _____

Approved: YES _____ **NO** _____

Reason: _____

Forms Properly Submitted: Yes _____ **NO** _____

Essay Properly Submitted: Yes _____ **NO** _____

Authorization _____

Reflective Essay Instructions

You must attach a one-two page, typed, reflective essay which expresses the impact that this community service has made on your perspectives and the importance of the decisions that you make. How was your community service effective in helping you understand the impact of your involvement in the community? What new insights did you gain from this experience? How has the student conduct process benefited you?

Please submit this form with your hours record log and your completed essay to: Office of Student Conduct, Shippensburg University, 1871 Old Main Drive 210C Old Main, Shippensburg, PA 17257-2299 by the due date. Failure to comply could result in further disciplinary actions.

Additional forms and other useful information can be found at www.ship.edu/Student Conduct.
Questions can be directed to student conduct@ship.edu

Shippensburg University – Office of Student Conduct

Service Hours Log

Organization	Date	Time In	Time Out	Total Daily Hours	Total Hours Completed
Total # Of Hours Completed					

Please Note: All Service Sites MUST BE PRE-APPROVED by the Dean of Student's Office. If you are planning on completing your community service hours at a location that is not on the pre-approved list, please call or email our office at 717-477-1164, or email: *student conduct@ship.edu* to obtain approval PRIOR to completing your hours. Hours not pre-approved WILL NOT be accepted.