## Shippensburg University Office of Student Conduct - Service Hours Record

Total service hours required Due da	te (Office Use Only)
Last Name	First Name
Student ID	Student Email@ship.edu
has completed hours of community servi	ce at:
Name of Site/Service	
Address	
Phone Ema	ail/Website
Date completed:	
The duties in this community service included:	
Supervisor's name	
(Please print) Supervisor's signature	
All sections must be complete	ted for the form to be valid.
- m oosaano mass so sompre	esa for the form to so valid.
<b>Dear Student:</b> This form along with your essay must be re University, 1871 Old Main Drive 210C O.M., Shippensburg could result in further disciplinary actions.	
Please see other side for information on the required ess Only one essay is required even when multiple sites are u	
	(DOS Office Use Only)
Please duplicate this form for as many sites, as needed. To form, along with other helpful information can be found a	
www.ship.edu/Student_Conduct. Questions can be directo studentconduct@ship.edu.	tedApprovedNot Approved
·	Verification Form Properly Completed: Yes No
Student Checklist:  Service Hours Record for each site	Essay Form Submitted: Yes No
<ul><li>□ Service Hours Log</li><li>□ Reflective Essay</li></ul>	Authorization

## Shippensburg University Office of Student Conduct - Service Hours Log

Organization	Date	Time In	Time Out	Total Daily	Total Hours
				Hours	Competed

If you choose to do community service at more than one organization, please include additional <u>completed</u> copies of the first page of this form. Do not forget to acquire a <u>supervisor's signature for each service site</u>. Only one essay and log of hours is required, even if you complete your service with multiple organizations.

## **Reflective Essay Instructions**

**Dear Student: You must attach a one page, type-written, 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 it effective in helping you to understand the impact of your involvement in a community? What new interests or insights did you gain from the experience? How has the whole student conduct experience benefited you?

This essay along with your Service Hours Log and Record for each site must be returned by the due date to the Office of Student Conduct, Shippensburg University, 1871 Old Main Drive 210C O.M., Shippensburg, PA 17257-2299