



# 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 \_\_\_\_\_

Supervisor's Position/Title \_\_\_\_\_

OSC 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/](http://www.ship.edu/Student_Conduct/). Questions can be directed to [studentconduct@ship.edu](mailto:studentconduct@ship.edu).



# Shippensburg University – Office of Student Conduct

## Service Hours Log

Organization	Date	Time In	Time Out	Tasks Performed	Number of Hours Completed
<b>Total # Of Hours Completed</b>					

**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: [studentconduct@ship.edu](mailto:studentconduct@ship.edu) to obtain approval **PRIOR** to completing your hours. Hours not pre-approved **WILL NOT** be accepted.