Shippensburg University
Office of Student Conduct - Service Hours Record

Total service hours required_____ Due date_____ (Office Use Only)

Last Name _____ First Name _____

Student ID_____ Student Email _____@ship.edu

has completed _____ hours of community service at:

Name of Site/Service_____

Address _____

_____

Phone _____ Email/Website_____

Date completed: _____

The duties in this community service included:

_____

_____

_____

Supervisor's name _____
(Please print)

Supervisor's signature _____

All sections must be completed for the form to be valid.

Dear Student: This form along with your essay must be returned the Office of Student Conduct, Shippensburg University, 1871 Old Main Drive 210C O.M., Shippensburg, PA 17257-2299 by the due date. Failure to comply could result in further disciplinary actions.

Please see other side for information on the required essay. Your sanction is not complete without the essay. Only one essay is required even when multiple sites are used.

Please duplicate this form for as many sites, as needed. This form, along with other helpful information can be found at: www.ship.edu/Student_Conduct. Questions can be directed to judicialaffairs@ship.edu.

Student Checklist:

- ☐ Service Hours Record for each site
- ☐ Service Hours Log
- ☐ Reflective Essay

(DOS Office Use Only)

_____Date Received

____Approved ____Not Approved

Verification Form Properly Completed: Yes No

Essay Form Submitted: Yes No

Authorization_____

Shippensburg University
Office of Student Conduct - Service Hours Log

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

If you choose to do community service at more than one organization, please include additional completed copies of the first page of this form. Do not forget to acquire a supervisor's signature for each service site. 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