

Student Conduct & Community Standards- 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 & Community Standards, Shippensburg University, 1871 Old Main Drive, 210C Old Main, Shippensburg, PA 17257-2299 by the due date. Failure to comply may 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 studentconduct@ship.edu.



Student Conduct & Community Standards Service Hours Log

Organization	Date	Time In	Time Out	Tasks Performed	Number of Hours Completed
Total # Of Hours Completed					

Please Note: All Service Sites MUST BE *PRE-APPROVED by Student Conduct & Community Standards. 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 to obtain approval **PRIOR** to completing your hours. Hours not pre-approved **WILL NOT** be accepted.