



## Community Service Recognition Form

Volunteer's Name \_\_\_\_\_

Date(s) of service \_\_\_\_\_

Total hours spent in service activity \_\_\_\_\_

***Attach a letter to this form from the sponsor of the group or activity on official stationery that describes your volunteer participation and states an approximate number of hours served. If a letter is not available, the organization's sponsor/representative must complete the information below.***

Describe the type of service provided and/or the goal of the service activity:

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**Name and address of organization or place of service:**

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**\*Contact Person & Title** \_\_\_\_\_

**\*Phone number** \_\_\_\_\_

**\*Signature** \_\_\_\_\_

\*The name, phone number, and signature of the organization's representative, not the child's parent, must be provided here or in the attached letter on an official stationery.

***Return this completed form with any attachments to your advisor for placement in the student's portfolio.***