Community Service Summary Form

This form is used to summarize community service activity. This form should be filled out during the volunteer event and turned in to the Club Sports Office during normal business hours within 48 hours after the event. This form will not be accepted without the signature and contact information of the event host/volunteer coordinator name, the Club Service Hours Tracker form, and if possible, a CD containing digital pictures from the event.

Club Name: ____________________________________________

Group Leader: ____________________________________________

Cell Phone: __________________________ E-mail: ____________________________

Community Service Event Name: ____________________________________________

Event Location: ____________________________________________

Date(s) of Event: ____________________________________________

Total Hours Your Group Worked: ____________________________________________

Purpose of Event: ____________________________________________

________________________________________________________________________

What exactly did your group do? ____________________________________________

# of People Served/Helped Through This Event: ____________________________________________

Event Host/Volunteer Contact Name: ____________________________________________

E-mail Address: ____________________________________________

Phone #: ____________________________________________

My signature below confirms that the attached names supported the XU ____________Club volunteer effort and that all information above is correct.

Event Host/Volunteer Coordinator ____________________________

Signature ____________________________ Date ____________________________

PLEASE ATTACH THE CLUB SERVICE HOURS TRACKER FORM DOCUMENTING INDIVIDUAL HOURS FROM YOUR GROUP TO THIS SHEET