

Community Service Reporting Form

The University Student Conduct System, represented by _____, has an agreement with the student listed below to complete _____ hours of Community Service by _____ (date).

Student Name:

ID:

Incident Date:

DIRECTIONS

Step 1: **Locate** a venue to complete your hours. Please review the Community Service listing with the student conduct representative or visit the Community Service Volunteer Opportunities website at www.coastal.edu/conduct and select "Student Conduct Information for Students" followed by "Community Service Volunteer Opportunities". Hours must be completed at a not-for-profit venue or event.

Step 2: **Contact** the agency/contact to schedule your hours.

Step 3: **Complete and log** Community Services Hours (on page 2 of this form)

Step 4: **Sign and Return** this completed two-page form to the Dean of Students Office via any of the following methods:

- In person at Indigo Hall
- In person at University Place Grand Strand, Bldg. 102
- Fax to 843-349-2316, or
- Email to conduct@coastal.edu.

All service hours *must be performed and completed in person*. Service hours completed online *will not be accepted*. Additionally, service hours may not be completed with any entity to which a student is affiliated. Service hours *must be separate from pre-existing commitments or relationships*.

Examples of these commitments include, but are not limited to:

- fraternity/sorority life;
- athletics;
- employment;
- other clubs/organizations;
- for-profit entities;
- family members and friends.

**All hours submitted will be verified by the Dean of Students Office.
Submitting inaccurate or false hours will result in additional conduct action.**

Community Service Hours

Student Name:
Assigned # of hours:

ID:
Hearing Officer:

Case Number:
Due Date:

Date	Time In/Out	Total Hours	Agency Name	Agency Contact	Phone Number (w/ extension)	Office Use Only	
						Hours Verified:	DSO Initials:
Verified Total							

With my signature below, I certify that the above information is true and accurate.

Signature of Student

Date

****Failure to return this form by the deadline will result in a hold being placed on your account.****