

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 _____

ID: _____ Incident Date: _____
Phone No. _____

Student Signature Date

Student Conduct Representative 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 at any of the following:
- Kearns Hall, Suite 105
 - Eaglin Hall, Suite 123
 - UP 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;
- family members and friends.

All hours submitted will be verified by the Dean of Students Office.

