



Ursinus College

Student Affairs Community Service Time Report & Documentation

Please take the time to fill out this form for documenting completed community service hours. Thank you for your assistance.

Basic Information for Supervisors

- Students are not to be paid for work done.
- The student's contribution is not a burden.
 - Please inform Ursinus College if the student who is volunteering for you is not respecting the guidelines or regulations of your organization, is not contributing or is poorly performing at their given task. They are to keep a set schedule and arrive on time.
- Please fill out the below information once the student has completed their hours.
- Please feel free to contact the Office of Student Affairs at 610-409-3590 with any questions or concerns.

Student's Name _____

Supervisor's Name _____

Supervisor's Telephone Number _____

Business/Organization Name/Office _____

Street Address _____ City _____

State _____ Zip Code _____

NOTE: All hours must be reported in whole or half-hour increments.

Date	Time In	Time Out	Total Time	Jobs/Tasks Performed

Total Time: _____

Supervisor's Signature _____ Date _____

Please Return this Form to
Ursinus College
Student Affairs Suite
601 E Main St.
Collegeville, PA 19426