Service Cord Recognition for Commencement

Community Service Hours Documentation

Student Name: _____Student ID Number:_____Graduation Year:_____

Student Email Address:_____

WCC Student Club(s) student was involved with this year:_____

This form is for the purpose of documenting club members' community volunteer hours for the duration of the 2011-12 academic year. This form must be submitted and approved by the Service-Learning Coordinator before a maroon Service Cord is granted. Submitting this form alone does not guarantee a maroon Service Cord. Please fill out service hours on the back of this sheet with the appropriate signatures. **Deadline for submission is May 25, 2012.**

Please review guidelines before submitting. Verify any questions with the Service-Learning Coordinator, Meghan Rydell.

Guidelines:

- **Community Service Hours:** hours served that directly benefit recognized nonprofit community organizations, nonprofit groups, or individuals within the school through a WCC program. Participation in campus service events that directly benefits community organizations is included.
- Service hours must be through and/or affiliated with a WCC student club.
- Service hours must be completed during the 2011-2012 academic school year.
- Hours can be completed at the school or in the community.
- Priority will be given to the first 25 students who apply and have completed 15+ service hours. If you have completed less than 15 hours this past academic year, you may still be considered.

What does NOT count:

- Club meetings
- Fundraising for your club
- Work for individuals (i.e. raking leaves for a neighbor) unless it's done through an established group
- Service that was compensated

Documentation of Community Service Hours

Date	Organization	Activity or Task Performed	Total Hours Worked	Club Advisor's Name	Club Advisor's Signature
TOTAL HOURS VOLUNTEERED (round to the nearest .5)					

Students must turn in a copy of this form to the Service-Learning Coordinator, Meghan Rydell, in Kulshan 107 or submit by email to mrydell@whatcom.ctc.edu. Students must keep a copy of this form for their records.