

Additional Service Documentation

Students registering for the Certificate in Service Learning must complete a minimum total of 60 hours of service to complete the second component. For service hours completed outside of a service learning course, this form must be completed.

(You do not need to complete this form for hours you served for a service learning course.)

A student who has completed additional service for component II should submit ONE of the following to the Center for Civic & Social Responsibility (CCSR) to complete this component:

1. A signed Documentation of Student Participation form from a supervisor of a community organization, advisor of your student organization or a KU faculty or staff member that can attest to your participation in the service experience. Co-directors of the Center for Community Outreach or Alternative Breaks are also eligible to complete the form.

OR

2. Pre-approved documentation agreed upon by the Center for Civic & Social Responsibility (CCSR) in your additional service.

Documentation may be submitted online using the Online Certificate Management system:

<https://my.ku.edu/uPortal/p/UndergradCerts>

It may also be delivered to the CCSR directly – Strong Hall, Room 150.

Documentation must be submitted to the CCSR no later than the last day of final exams to receive the certificate in a given semester.

Updated May 2016

Documentation of Student Additional Service

Part I: To be completed by the student.

Submission Date: _____

Student Name: _____ Student ID: _____

Student email: _____

Brief summary of the Independent Project:

Part II: To be completed by agency supervisor, advisor of your organization or the volunteer coordinator who can confirm your service hours.

Name: _____ Title: _____

Agency/Department Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Number of hours student spent on this project: _____

Please comment briefly on this student's performance and involvement in the above activity. Attach additional page(s) as necessary.

I acknowledge that the above student satisfactorily completed the service activity/program described above.

Supervisor/Advisor Signature: _____ Date: _____