

Service Verification Form

Students pursuing the Certificate in Service Learning must complete a minimum total of 60 hours. (Service hour completed while taking a service learning class count toward the cumulative 60 hours needed to finish the certificate.)

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.)

If you completed additional service hours outside of class and want the hours to count toward your certificate, you should submit ONE of the following to the Center for Service Learning:

1. Preferred method: A signed Service Verification Form (next page) 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.

The completed verification form should be uploaded to your certificate record in myKU portal: <https://my.ku.edu/uPortal/p/UndergradCerts>

OR

2. Alternate method: 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 can send us verification directly by emailing serve@ku.edu. **This e-mail must come directly from the supervisor and not the student.** Co-directors of the Center for Community Outreach or Alternative Breaks are also eligible to send verification.

The email from your supervisor should include:

- Student participant's name
- The nature of the service project and service activities
- The number of service hours completed

You still need to enter your service hours on your certificate record in myKU Portal: <https://my.ku.edu/uPortal/p/UndergradCerts>

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

Updated June 2017

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Part I: To be completed by the student.

Student Name: _____ Submission Date: _____
Student ID: _____

Student email: _____ Brief summary of the Service project/activities:

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

Phone: _____ Email: _____

Agency/Department Name: _____

Name: _____ Title: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

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: _____