



JOHN MARSHALL SCHOOL OF ENGINEERING
COMMUNITY SERVICE VERIFICATION FORM

Guidelines for Community Service Credit

- Per policy, service credit will be accepted for volunteer work from any **NON-PROFIT** organization; this includes elderly and/or disabled individuals not capable of performing the work themselves. Community service work shall be voluntary with **NO** payment rendered for service. **No service credit will be granted for volunteer work completed for businesses that make a profit or for a student's immediate family (parents, siblings, aunts/uncles, grandparents, cousins, etc.)**

Guidelines for Completing Verification Form

- Work & Community Service Verification Forms **must be completely** filled out and signed by both the student and the employer, non-profit organization or individual, making sure to include a contact phone number for verification purposes. It is recommended that completed forms are turned into the Campus Coordinator upon the conclusion of each activity. **Students are encouraged to keep a copy of this form for their records.**

STUDENT'S NAME: _____ GRADUATION YEAR: _____

ORGANIZATION/INDIVIDUAL NAME: _____

(For individuals, please check at least one box below)

- Elderly Individual
 Disabled Individual

ADDRESS OF ORGANIZATION/INDIVIDUAL: _____

PHONE NUMBER OF ORGANIZATION/INDIVIDUAL: _____

DATE: _____

TOTAL HOURS: _____

BRIEF DESCRIPTION OF WORK/ACTIVITY/SERVICE:

By signing below you hereby verify that the above information is true and accurate, and that no payment was rendered for the community service herein described.

Student's Signature: _____

Supervisor's Signature: _____

Date: _____

Admin Approval: _____