



Community Service Summary Form

This form is used to summarize community service activity. This form should be filled out during the volunteer event and turned in to the Club Sports Office during normal business hours within 48 hours after the event. This form will not be accepted without the signature and contact information of the event host/volunteer coordinator name, the Club Service Hours Tracker form, and if possible, a CD containing digital pictures from the event.

Club Name: _____

Group Leader: _____

Cell Phone: _____ E-mail: _____

Community Service Event Name: _____

Event Location: _____

Date(s) of Event: _____

Total Hours Your Group Worked: _____

Purpose of Event: _____

What exactly did your group do? _____

of People Served/Helped Through This Event: _____

Event Host/Volunteer Contact Name: _____

E-mail Address: _____

Phone #: _____

My signature below confirms that the attached names supported the XU _____ Club volunteer effort and that all information above is correct.

Event Host/Volunteer Coordinator _____

Signature

Date

PLEASE ATTACH THE CLUB SERVICE HOURS TRACKER FORM DOCUMENTING INDIVIDUAL HOURS FROM YOUR GROUP TO THIS SHEET