

Community Service Proposal Form

The following form needs to be completed 10 days prior to the start of the proposed service opportunity. Notice of approval of service opportunity will be provided 7 days in advance of the service date. Completed forms must be returned to the Coordinator of Community Service and the Director of Student Activities.

Coordinator(s) for Service Project: _____

Phone Number _____ **Email** _____

Title (If Applicable): _____

Name of Club, Department, Team, etc.: _____

Name of Advisor (If Applicable): _____

Estimated Number of Participants: _____

What is your proposed service opportunity?

What benefit will this opportunity provide?

What are the indicators of success?

Location of Service Site: _____

Will you need to request a van: _____ **Driver's name** _____

Do you have the necessary supplies and facilities? _____

Expected hours of service to be completed: _____ **Service Date:** _____

Is fundraising required? What is your necessary amount? _____

Failure to complete the form and receive approval for your proposed service opportunity within the designated time period will result in a fine and/or penalty being levied upon the organizing group or club.