

Community Service Project Request Form

Please complete this form during the planning process of your project, whether it be taking place on or off campus. This form is used to assist you in working out the details, goals, and items needed for your project to be the most effective and rewarding to your organization. You **MUST** complete the full form, and receive an approval from the Office of Student Life before advertising for your event.

Name of Organization: _____ **Today's Date:** _____

Name of Project: _____

Name of Representative: _____ **Phone:** _____

Date of Project: _____ **Time:** _____ **Location:** _____

Events should be submitted well in advance and will be given approval in order received. They are approved for credit based on purpose, content, and thought.

Explanation/Purpose of program (be specific):

If off-campus, how will your group be transported: _____

Is there a cost to participate in the project? How much? _____

Is the goal of this project to raise money to be donated? _____

If so, what is the projected goal to generate? _____ Minus any costs? _____

Is this project labor-intensive? _____ How many man-hours will be needed? _____

How many from your group will be working on the project? _____

Approved: _____ **Denied:** _____

SPECIAL INSTRUCTIONS FROM STUDENT LIFE:

Please do not forget to take photographs of your organization working on this project, and to complete a Community Service Evaluation Form at its completion. Best of luck!!