

COMMUNITY SERVICE FORM

Dear Parent/Guardian,

As a participant in the Carl Sandburg College TRIO Upward Bound Program,

_____ is required to perform 16 hours of community service per program year. Two of these hours must be completed by the fall trip in order to attend the trip. Sixteen of the hours must be completed by the end of the school year in order to attend the summer trip.

To confirm attendance and participation in a volunteer activity, we ask that the student fill out the form below. We appreciate your assistance with this matter and would like to thank you for helping your student grow and pursue excellence. If you should have any questions in regards to this form, please feel free to call me at 309-341-5448.

Sincerely,
Christopher Williams
Director, TRIO Upward Bound

To be completed by Volunteer Supervisor:

Community Service/Volunteer Name and Location _____
Supervisor during Service Time _____
Phone Number of Supervisor _____
Email of Supervisor _____
Number of Hours Completed _____ Date of Service _____
Service/work performed _____

By signing below, I acknowledge that the above information is correct and accurate.

Print Student Name	Student Signature	Date
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Print Supervisor Name	Supervisor Signature	Date
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****Please complete a new form for each volunteer activity you complete. If you volunteer at the same location multiple days, you will have multiple forms.****