



Alice V. Harden Center for Service & Community Engaged Learning
Community Service Project Approval Form

This form must be submitted in sufficient time to ensure all required approvals. **Form must be received at least two weeks before the proposed date of the scheduled event.** Failure to follow the above request will result in the rejection of service project. For questions, please contact Ms. Eltease Moore at 601-979-1762.

Project Frequency: ___ Single Event ___ Recurring Event Date of Request_____

Group Type:

- Academic Class
- Academic/Honor Society
- Athletic Team
- Campus Organization
- Greek Letter Organization
- Residential Life
- Student Government Association
- Other_____

CONTACT INFORMATION

Group Name_____ Group Advisor_____

Advisor Contact Number_____ Advisor Email_____

Person Submitting Request_____ Position_____

Requestor Contact Number_____ Requestor Email_____

Campus Address_____

	JSU Campus Box	City	State	Zip
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SERVICE PROJECT INFORMATION

Name of Service Project_____

Date of Project_____ Project Time (start to end) _____

Project Location: On-Campus _____ Off-Campus _____

Building/Location

Site Address _____

Street	City	State	Zip
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Is this project in conjunction with a Community Agency? _____ If so, who?_____

Description of Service Project_____

Project Approval Documents: Please attach the following documents for approval of project:

- Participant Roster w/J Numbers *(typed)*
- Signed copy of CSECL Community Service Guidelines *(see attached)*
- Liability/Release Waiver Forms *(for each member participating)*
- Sign-In Form *(All sign-in forms must be submitted to Reddix Hall, Suite 110 within 3 days after the completion of project)*

Requestor Signature_____ Date_____

Advisor Signature_____ Date_____

For Office Use Only			
<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied	CSECL Staff Signature_____	Date_____