



Missing Community Service Hours Form

Please complete this form and submit to The Alice Varnado Harden Center for Service, located in Suite 110, Reddix Hall, if you have a discrepancy with your service hours. A member of our staff will contact you within 48 hours of submission to handle your request.

Note to Students: We strongly encourage you to check the status of submitted community service hours within one week of the date you submit your form, to ensure accuracy of hours. Submitting of service hours to our office does not guarantee approval of hours. (see: Community Service Guidelines). All hours meeting guidelines approval are then validated through the site director. Be sure to submit hours before each semester deadline. Failure to submit hours before the semester deadline, or submitting hours from previous academic semesters is not permitted and results in the rejection of service hours.

Classification: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Name_____ J#_____

Email_____ Cell Phone_____

Please fill out the following information in its entirety. Failure to complete the below information may result in the denial of your request.

When did you submit the form? ☐ Fall 20____ ☐ Spring 20____ Date:_____

Where was the service rendered?

☐ On Campus Location_____

☐ Off Campus Location_____

Site Supervisor Name:_____ Phone:_____ Email:_____

How many hours were submitted? _____ Do you have a copy of the form? ☐ yes ☐ no

Note: Hours submitted by an organization not listed on our approved agency, must be pre-approved, prior to submitting hours. Failure to do so will result in the rejection of service hours.

Student Signature_____ Date:_____

FOR OFFICE ONLY:

☐ Request Approved ☐ Request Denied CSEL Staff_____ Student Initial_____

NOTES: