



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:

- | | |
|---|---|
| <input type="checkbox"/> Academic Class | <input type="checkbox"/> Greek Letter Organization |
| <input type="checkbox"/> Academic/Honor Society | <input type="checkbox"/> Residential Life |
| <input type="checkbox"/> Athletic Team | <input type="checkbox"/> Student Government Association |
| <input type="checkbox"/> Campus Organization | <input type="checkbox"/> 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 # of Volunteers_____

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_____

After the project is completed: All sign in sheets/forms must be turned in to the Harden Center, Reddix Hall, Suite 110 at least three (3) days after the conclusion of the service project. Sign-In Sheets must include each student/volunteer name, j-number and phone number. *Failure to provide all requested information may result in the delay of processing of hours.*

Requestor Signature_____ Date_____

Advisor Signature_____ Date_____

For Office Use Only

<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied	CSECL Staff Signature_____	Date_____
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