

**STUDENT SECTION**

Student Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Describe the service completed in 2-4 sentences (duties, responsibilities, schedule):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*- I am not receiving any other credit for the service performed -*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR SECTION**

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ County of Service: \_\_\_\_\_

Agency or Organization Name: \_\_\_\_\_

Briefly describe the activity:  
\_\_\_\_\_  
\_\_\_\_\_

Hours of Service Completed: \_\_\_\_\_ Date(s) Service Completed: \_\_\_\_\_

*- This student was not supervised by a relative and was not paid or compensated for the services performed -*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY SERVICE REQUIREMENTS**

An Indiana Academy Community Service Form must be completed for each community service site at which services are performed. It is highly recommended you speak with Student Affairs staff to verify your planned service will meet our requirements for Community Service before your start your service.

Return form to Anna Sammelson, Administrative Coordinator of Residential & Student Affairs  
Wagoner Hall Front Desk, Phone 765-285-8125, Fax 765-285-2778, Email [acsammelson@bsu.edu](mailto:acsammelson@bsu.edu)

**Examples of Community Service**

- Non-profit organizations such as Habitat for Humanity or United Way
- Hospitals, libraries, and other schools
- Soup kitchens and food pantries
- Homeless shelters and animal shelters
- Coaching youth sports or helping at camps
- Working on charitable fundraising such as Relay for Life or Races for the Cures

**Examples Not Meeting Requirements**

- Working for no pay at a for-profit business such as a store, restaurant, dance studio, or gym
- Helping out family or friends with tasks
- Private tutoring or babysitting
- Political campaigning
- Participation in a religious service or practice
- Internships or job shadowing

**OFFICE USE**

Hours Recorded: \_\_\_\_\_ Date: \_\_\_\_\_ Recorded By: \_\_\_\_\_