



COMMUNITY SERVICE FORM

Dear parent/guardian:

As a participant in the Carl Sandburg College TRIO Upward Bound Program, your student is required to perform 16 hours of community service per program year. **Two of these hours must be completed by Sept. 26, 2025, to attend the fall trip. All 16 hours must be completed by April 1, 2026, 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 regarding this form, please feel free to call me at 309.341.5462.

Sincerely,
Ashley Lee
Director of TRIO Upward Bound

Community service location
Supervisor during service time
Supervisor phone number
Supervisor email
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 _____

Print supervisor name _____ Supervisor signature _____ Date _____

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.