

COMMUNITY SERVICE FORM

Dear parent/guardian:

As a participant in the Carl Sandburg College TRIO Upward Bound Program, _____ is required to perform 16 hours of community service per program year. Two of these hours must be completed by the fall trip to attend the trip. Sixteen of the hours must be completed by the end of the school year 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 thank you for helping your student grow and pursue excellence. If you have any questions about the form, call me at 309.341.5278.

Sincerely,
Randi Torrance
Director, TRIO Upward Bound

To be completed by volunteer supervisor:

Community service/volunteer name and location: _____
Supervisor during service time: _____
Phone number of supervisor: _____
Supervisor email: _____
of hours completed: _____ Date of service: _____
Service/work performed: _____

By signing below, I acknowledge the above information is correct and accurate.

Printed student name	Student signature	Date
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Printed supervisor name	Supervisor signature	Date
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****Complete a new form for each volunteer activity completed — even if at the same location.****

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