

Baylor University Judicial Affairs Office  
**ASSIGNED COMMUNITY SERVICE HOURS SIGN-IN**

- HOURS FROM ORGANIZATIONS NOT ON THE BAYLOR UNIVERSITY LIST WILL NOT BE ACCEPTED.
- ITEMIZE & TOTAL HOURS BEFORE THE NON-PROFIT ORGANIZATION SUPERVISOR SIGNS THE SHEET.
- THIS FORM MUST BE SUBMITTED TO JUDICIAL AFFAIRS BY THE SANCTIONED DUE DATE.  
**MAIL TO:** JUDICIAL AFFAIRS, ONE BEAR PLACE # 97073, WACO, TX 76798 -7073 **OR** e-mail to [Judicial\\_Affairs@baylor.edu](mailto:Judicial_Affairs@baylor.edu), **OR** YOU MAY HAND-DELIVER TO: SUITE 270, CLIFTON ROBINSON TOWER.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 (Please print) (Last Name) (First Name) (MI)

Student ID #: \_\_\_\_\_ Date Due: (stated in letter) \_\_\_\_\_

Date	Time In	Time Out	Total

Date	Time In	Time Out	Total

**TOTAL HOURS COMPLETED:** \_\_\_\_\_

I understand that all hours will be verified by a third party independently of me and if I attempt to falsify or misrepresent these hours in any manner, I will be subject to additional disciplinary action including possible suspension or expulsion from Baylor University.

*On the back of this form, you are required to write a summary of your experience working at this non-profit organization. You should include things such as: "what you contributed," "how your work could make a difference for others," and "in your opinion, the contribution the organization is making to our community."*

Hours have been itemized and totaled correctly.

I have completed my experience summary on the back.

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

Date: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

TITLE OF SUPERVISOR: \_\_\_\_\_

Per my signature, I confirm \_\_\_\_\_ hours worked by student as of this date \_\_\_\_\_.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY:** Verified By: \_\_\_\_\_ Date: \_\_\_\_\_ Organization Contact: \_\_\_\_\_