

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 SUPERVISER 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, **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 answering the questions provided.

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: _____

SUMMARY OF YOUR EXPERIENCE

1. *What specific work did you complete for this organization?*

2. *How do you think your work contributed to the organization?*

3. *How did your work make a difference for others?*

4. *In your opinion, what kind of contribution is this organization making to our community?*

5. *Other comments about this organization?*
