OAKLAND COMMUNITY COLLEGE®
Office of Student Engagement

Community Service Form

RSOs completing hours to fulfill Student Organization Requirements should submit this form to the Student Engagement Coordinator.

RSO Name _____ Campus _____ Name and Title of Person Completing Form _____

Service Guidelines: Only recognized, established institutions and organizations are approved for community service. Examples include general nonprofits, libraries, hospitals, nursing homes, churches, social service agencies, community service groups, government entities, etc.

Examples of service projects that will NOT be approved: Chores like mowing lawns, babysitting, shoveling snow for neighbors, friends, or family, working for your parents for free, donating time to a for profit business and tutoring in an unstructured environment. Thank you for your effort and involvement!

1. Community service must be performed on a volunteer basis. Compensated work does not qualify.
2. Community service must be volunteer work that you do outside of your normal job duties. For example, if you work for a non-profit organization on a daily basis, the community service requirement must be beyond your daily duties, role and responsibilities.
3. Community service must be current. Community service completed ***prior*** to the current academic year does not qualify.
4. Community service must be for a charitable mission-oriented organization that serves the betterment of a specific community or group.
5. Community service must be in the form of time served as an active contributing volunteer. While donations are generous, donations do not qualify as having completed community service.

Member Name _____ Member Email _____

Location	Description of Service	Date	Hours	Site Supervisor Signature and Phone Number
				_____
				_____
				_____
				_____
				_____
				_____
				_____