

University Service Hours Verification

Complete all information below:

Name of Student: _____ Total # of Hours Required _____

Supervisor Name/Phone Number: _____

You must return the verification sheet back to the Conduct Officer/Resident Director when completed so that it may be included in your Student Conduct File and you are given credit for completing this sanction.

DO NOT lose your Service Hour Worksheet! You are the person responsible for it. ***If you lose this sheet, you may be required to re-do hours you have already completed.***

1. Number of Hours Completed _____ Number of Hours Remaining _____

Date _____ Student Initials _____ Supervisor Signature _____

Describe Location and Work Done _____

2. Number of Hours Completed _____ Number of Hours Remaining _____

Date _____ Student Initials _____ Supervisor Signature _____

Describe Location and Work Done _____

3. Number of Hours Completed _____ Number of Hours Remaining _____

Date _____ Student Initials _____ Supervisor Signature _____

Describe Location and Work Done _____

4. Number of Hours Completed _____ Number of Hours Remaining _____

Date _____ Student Initials _____ Supervisor Signature _____

Describe Location and Work Done _____

5. Number of Hours Completed _____ Number of Hours Remaining _____

Date _____ Student Initials _____ Supervisor Signature _____

Describe Location and Work Done _____

TOTAL HOURS COMPLETED THIS PAGE _____