



CLUBS SERVICE PROJECT FORM

To be filled out by all SLCC clubs before each Community Service Project is complete.

SECTION 1

Club name:	
Club contact person:	
Phone:	
E-mail:	

Agency name:	
Agency address:	
Agency contact person:	
Phone:	
Project goals. What do you plan to do and why? Who will you serve? Who will benefit from this service? Why is it important to your club?	

Step 1: Complete **Section 1** and submit the form to the Clubs Office for approval: Redwood Campus: STC 232, 801-957-4017

Approval Signature _____ Date _____

SECTION 2

TO BE FILLED OUT AFTER SERVICE PROJECT IS COMPLETE

Date of service project (mm/dd/yy):		
Time (start/finish):		
Location:		
Summary of events. Describe what your club did.		
Total # of hours served by your club:		
Total # of volunteers involved:	Total # of Males:	Total # of Females:
Total # of Students:	Total # of Faculty:	Total # of Staff:
Reflection activity. What did your club do to reflect? What was the general feeling of club members after they completed the service? Other comments about the service?		

Step 2: Complete **Section 2** and return to the Clubs Office. Redwood Campus: ST 232, 957-4017.

COMMUNITY SERVICE PROJECT

CLUB SIGN-IN LIST

(make more copies of this page as necessary)

SECTION 3

*** S = STUDENT, F = FACULTY, ST = STAFF**

#	Club Member Name	M/F	S F ST	Time In	Time Out	Total Time Served
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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23						
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25						

Step 3: Complete **Section 3** and return to the Clubs Office. Redwood Campus: STC 232, 957-4017.