Volunteer Attendance Record

Student Life Office Doan 105
7400 Bay Road, University Center, MI 48710
989.964.4170

An accurate record of volunteer attendance must be kept in order for you to receive volunteer service recognition. Recognition at the annual Student Life Center Awards Banquet will be given to those who complete a minimum of 40 hours of volunteer service in one academic year (August-April), which is **not** associated with a **class requirement**, **Alternative Breaks**, or **Collegiate Challenge**. This form should be used to record your volunteer hours and for your agency supervisor to verify the hours recorded.

One student will be selected to receive $250 gift card to the SVSU Bookstore. A student will be selected based on the volunteer attendance record completed by the student and agency(s) he/she works with. The student who completes the most hours will be selected to receive $250 gift card to the SVSU Bookstore.

Please submit this form to Volunteer Service Records at the address above. Attendance records must be returned each semester to Volunteer Services by **December 11, 2009** for the Fall Semester and **April 9, 2010** for the Winter Semester in order to be considered for recognition and for a chance at $250 gift card to the SVSU bookstore.

Student Name: _____

Local Address: _____

Telephone: _____

Email: _____

Date	Hours	Agency	Initials	Date	Hours	Agency	Initials