



TEXAS A&M INTERNATIONAL UNIVERSITY
 A Member of The Texas A&M University System

Office of Student Conduct & Community Engagement
Division of Student Success

D. D. Hachar Honors Community Service Hours Time Sheet

Please print this form for use at your community service event. Have all signatures from agency contact and accurate agency information, as this will serve as your verification.

Student Volunteer's Name: _____

Student ID #: _____

E-mail Address: _____

Cell Phone #: _____

Community Service Activity/Event: _____	Date of event: _____
Must be filled out by student volunteer	
Name of Agency/Community Group: _____	_____
Must be filled out by student volunteer	
Verification Contact/Supervisor: _____	_____
Full Name	Phone Number
E-mail Address	

Description of Duties Completed (To be filled out by student volunteer):
<p style="font-size: x-small; color: gray;">On this form, you are required to write a summary of your experience working at this non-profit organization. You should include things such as, "what you contributed," "how your work could make a difference for others," and "in your opinion, the contribution the organization is making to our community." Office of Student Affairs will not accept this form without a detailed description.</p>

Time In
: AM : PM

Time Out
: AM : PM

Total Hours

For OSA Use Only
Approved by: (Initials)
Date Approved

 Signature of Community Service Volunteer

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 disciplinary action including possible suspension from Texas A&M International University.

 Signature of Community Service Verification Contact/Supervisor

By signing above, our agency confirms the above information to be true and accurate to the best of our knowledge. The stated student performed the duties as requested in a favorable manner that assisted in the overall mission of our agency.