**Please make sure your handwriting is legible and report only one project site per sheet!**

Student Name: ___________________________  Email: ___________________________

Phone Number: ___________________________  Student 920#: ___________________________

Agency Name: ___________________________  Agency Contact: ___________________________

Agency Phone Number: ___________________________  Student Major/Degree: ___________________________

Prohibited Activities

*There are certain activities that WCU students, faculty and staff may not perform in the course of their community projects. The prohibited activities include: Aiding or engaging in partisan political activities – Organizing or engaging in protests, petitions, boycotts, or strikes – Engaging in religious instruction, conducting worship services, or engaging in any form of proselytizing – Activities that pose a significant safety risk to participants – Assignments that displace employees*

BRIEF ACTIVITY/PROJECT SUMMARY HERE:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TOTAL HOURS</th>
<th>SUPERVISOR NAME &amp; SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL OF HOURS

I certify that the service hours and activities indicated above are accurate and appropriate.

Student’s Signature: ___________________________  Date: ___________________________

Please return this form within 7 days of the last date listed on this timesheet to the CSL, Belk 273.

*For projects during the summer your timesheet is due by Friday of the first week of classes!*

**If the activity/project you are reporting is a CSL Pre-Approved project, DO NOT USE THIS FORM!**

FOR OFFICE USE ONLY:  IVP point value_______  □PSF sent  □ PSF completed  □ points recorded