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| **Independent Volunteer Project Timesheet: Lily Community Engagement Award**  *Please print & complete IVP Timesheet (****NOTE: ONLY ONE PROJECT SITE PER SHEET, PLEASE)*** |

***\*\*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:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME IN** | **TIME OUT** | **TOTAL HOURS** | **SUPERVISOR NAME & SIGNATURE** | |
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| **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