

WINTER 2017 COMMUNITY SERVICE REPORT GUIDELINES

NOTE: Please follow the following directions carefully. Submissions that do not follow directions will be asked to re-submit their community service report and you may not receive credit for your community service hours this quarter.

1. **Please submit all community service information together in a folder.** This folder should include the Chapter Community Service Summary and one Chapter Member Verification Form per active member (excluding students who are studying abroad through EAP).
2. **Please have your Community Service Chair complete the Chapter Summary Form.** Next to each chapter member indicate the number of Community Service Hours he/she completed. ****Note:** the minimum requirement is 6 hours per member/per quarter. Please complete this form HONESTLY for each member.

Perm	Quarter	Student_Name	Greek_Org	Greek_Status	Number of Community Service Hours	(OSL Use Only)
001122	WINTER 16	WOODS, ELLE	DELTA NU	A	6	

3. **If someone is highlighted in blue on your report** it means that you indicated they are studying abroad (EAP) this quarter. These members are not responsible for completing Community Service Hours this quarter.
4. **Please submit ONE Chapter Member Verification Form per active chapter member.** This form should indicate the chapter member's name, perm, chapter name, quarter, email, the organizations they volunteered, hours completed at each agency and signature of the agency. Each member should sign his/her form before submitting it to you to be submitted with the chapter's Community Service Folder to OSL.

Beneficiary	# of Hours Served	Signature of Agency Member
Girls Inc. of Santa Barbara	15	<i>Jane Doe</i>

5. **Please have your Philanthropy Chair complete the Philanthropy Report Form and include this with your Community Service folder.** This form should indicate the philanthropy events your chapter has HOSTED this quarter, the organization you have donated the fundraised money to, and total dollars raised. We use this information to keep track of total funds raised by our Greek groups on campus (and to brag about how awesome you all are!).

Philanthropy Event	Beneficiary	Total Dollars Raised
Delta Zeta Nacho Night	The Painted Turtle Camp	\$5,000

6. **You must use ONLY the forms included.** Do not add any other lists to the forms provided to you.
7. **Community Service Reports and Philanthropy Reports for Fall 2016 are due by the end of Week 10, Friday 3/17/17 at 4pm to the Office of Student Life** (2nd floor of the SRB, room 2260).