

Green Cord Community Service Documentation Form

Program Tips:

- Start early on your hours (Hours have to be from the summer of your Freshmen year and later)
- Don't miss the deadline
- Ask clarifying questions

Last Name: _____

Class of: _____

First Name: _____

Email Address: _____

Organization Service was done with: _____

Description of Service: _____

Green Cord Community Service Hours

How to document hours: Under the "Service Date" column, record each day that service was performed for the above organization in the format MM/DD/YY (Ex: 05/16/16). For each day of work, list the number of service hours completed that day in the column "# of hours." You must use a different form for each organization you serve. You must also log into Xello and document your hours and upload this signed document. Xello will be the official tracking method for calculating final hours for the service award. If you do not have supporting documentation the hours will not be counted.

Service Date	# Hours Served	Service Date	# Hours Served

Service Director/Sponsor Information

Dear Service Coordinator,

The Green Cord Program does not recognize "double hours." This form should only include actual hours worked without pay by the student. By signing this document you verify that the information contained herein is complete and accurate.

Name: _____ Daytime Phone: _____

Email: _____

Signature: _____ Date: _____