

Student: _____ **Student ID:** _____

Agency Name: _____

Agency Phone #: _____ **Agency Email:** _____

Please check one:

☐ Freshman: Service with Children & Youth

☐ Junior: Service with Socioeconomically Disadvantaged

☐ Sophomore: Service with Seniors, People with Physical/Intellectual Disabilities, & Environmental Organizations

☐ Senior: Service with Not-for-profit Agency

Date	Time In	Time Out	Hours of Direct Service	Hours of Misc. Service	Supervisor's Signature
COMPLETE THIS FORM IN INK		Total			

Print Supervisor's Name

Optional Evaluation by Volunteer Supervisor

Please share any observations about this Bellarmine student's service, character, and interactions with others. Comments regarding dependability, initiative, respect, compassion, and overall contribution to your organization are especially appreciated.

When logging hours in X2VOL:

1. Create a New Personal Project (or continue with an existing project if you regularly serve with the same organization).
2. Enter the Full Name of the Organization where you served.
3. Project Description: Briefly describe the service you performed (1–2 sentences). Focus on what you did, not what you learned or how you felt e.g. "Tutored 5th-grade students in math and reading during an after-school program."
4. Upload a Photo or PDF of Your Timecard (if using a paper verification form). Keep the original for your records.
5. Enter Your Supervisor's Information, including their name, phone number, and email address.
6. Enter the Date(s) of Service and the Number of Hours Completed.
7. Write a Reflection (3–5 Sentences).
8. Select the Appropriate Goal. Be sure to choose the goal that matches the requirement you are completing (Freshman, Sophomore, Junior, or Senior). If you are submitting late hours from a previous academic year, select the goal associated with that year's requirement.
9. Read and Complete the Oath of Integrity. Your submission affirms that all information provided is truthful and accurate.
10. Submit Your Service Log.