

## Community Involvement Certification

Please complete the form below. **Service must be performed with a non-profit agency, school, or church.** Students will **NOT** receive credit for service hours or projects if they are done in conjunction with any club, group, class, or organization that the student belongs to, unless express permission is given by the Center for Service and Community Engagement.

### TO BE COMPLETED BY STUDENT:

Student Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_ # Required Hours: \_\_\_\_\_

Please enter date(s) and time(s) of your volunteer work in the table below. Site Manager signature certifies that the dates and times are correct to the best of their knowledge, and that above student performed the number of hours that was required by the conduct outcome.

Agency Name	Date of Service	Times	Hours Completed	Site Manager Signature	Site Phone Number

**\*\*\*Please note:** Only a staff member of the organization, or a staff/faculty member of Saint Louis University, may sign off on the form. Students or relatives **CANNOT** sign off, unless express permission is previously given from the Center for Service and Community Engagement\*\*\*

-----

### Reflection Paper Instructions

On a separate sheet of paper, write a 1-page typed essay on what you learned from your service experience, how it affected or challenged your belief or attitudes, and how you now value your role in the community through service to others. Paper must be double-spaced, with 1-inch margins, and in Arial/Times New Roman font size 12.

### Community Service Project or Hours

For assistance in finding a project to complete your hours, you can go to the following site: <http://www.slu.edu/x26106.xml>. You must make arrangements for your project to be completed by contacting the project coordinator listed. **All hours confirmations must include a signed community involvement form and a reflection paper (see above).** Any service done outside of the listed projects will need prior approval from the Center for Service and Community Engagement via email to [service@slu.edu](mailto:service@slu.edu).

Please return this form to the Center for Service and Community Engagement Tegeler Hall Room 317, or via mail to the Center at: 3550 Lindell Blvd, Tegeler Hall Room 317 St. Louis, MO 63103.