



Division of Academic and Student Affairs
Office of Student Conduct

studentconduct.dasa.ncsu.edu/

Campus Box 7321
221 Jensen Drive
Raleigh, NC 27695-7321
P: 919.515.2963
F: 919.513.4829

Community Service Work Verification Form

The student listed below has chosen to complete community service hours in your facility. It is the student's responsibility to complete their community service hours in accordance with the guidelines set by both the Office of Student Conduct or University Housing and the cooperating site. Once the student has completed their hours and an official has signed this form, it is the **student's** responsibility to return this form to the Office of Student Conduct, 300 Clark Hall, Box 7321 NC State Campus or appropriate University Housing office. If you have any questions, please contact our office at 919.515.2963.

Organization/Volunteer Site: _____

Contact Person: _____

Address: _____ City, State, Zip: _____

Phone number: _____

Student Name: _____ Case # _____

Student ID Number: _____ Phone: _____

Address: _____

Hours to complete: _____ Deadline: _____

Date	Hours Worked	Date	Hours Worked

Total Hours Worked: _____

Has this student satisfactorily completed his or her service hours? _____ Yes _____ No

Name (please print): _____ Title: _____

Signature: _____ Date: _____