

Center for Engagement, Learning and Leadership(CELL)

Community Service Activity Reporting Form Process

1. This form is to be completed for overall community service activities completed in a course (i.e. JD walk), sponsored community activity by one of the student organizations (ASNA, ASRO), or a designated College community service activity (i.e. community service day).
2. Submit completed form to CELL secretary either via email (cell@ihs.org) or a hard copy to the CELL office located on first floor, Gerard Hall in the faculty office area. Submit any pictures of the community service activity with the completed form. Please include a caption with each picture and the name of students appearing in the picture.
3. The CELL secretary will save documents electronically in a folder in the CELL folder on the shared drive. These reports will be compiled as part of the CELL end of the year report.
4. The CELL secretary will also forward a copy of the submitted reporting form to CELL Community Service Coordinator. The Community Service Coordinator will disseminate information about the community service activity on the Allen College webpage, Friday edition, or other sources of communication as determined by the CELL staff.

CELL

Community Service Reporting Form

Name (individual or organization) submitting the report:

Date(s) of community service:

Community Service	Number of individuals involved in community service activity	Number of hours involved in completing community service activity	Number of clients impacted by community service activity	Service area that the community service activity focused upon
Faculty				
Student				

Summarized the community service activity by describing the activity by including the following information:

- Name of the organization/program.
- Purpose of the community service activity.
- Describe what students/faculty/staff did to accomplish the purpose of the community service activity.
- Outcomes of the community service activity (how did the community service activity assist the community agency/organization).
- List of names of students participating in the service activity.
- Submit pictures of the service activity with the completed reporting form to the CELL secretary either by email cell@ihs.org or to the CELL office located on first floor of Gerard Hall in the faculty office area.