

## Student Service Record Memorandum of Understanding

The Student Service Record Program requires students to participate in regular service (minimum once per month) with their selected service site(s). This form solidifies the understanding of service commitment between the volunteer and the following service site.

Ineligible service includes service for on-campus student organizations, episodic service (except SET coordinated events), service promoting political or religious ideas, and any service for course credit (except Service-Learning), paid hours, or research hours.

### Student Information

Student Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Service Site Information

Service Site Name: \_\_\_\_\_

The service site is a (double click to check the box you want to select):

nonprofit  public school  govt. organization

Site Supervisor Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Signatures (to insert your signature click on the text field below and select the Insert tab → Auto Text → Signature)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### Reflection

The Student Service Record Program looks to develop civic-minded students by building relationships with non-profits in the community. In an effort to keep students mindful of the impact they can make through donating their time and talents, we ask you to fill out the service reflection on the following sheet.



## Service Description

Title of Position (volunteer, mentor etc.): \_\_\_\_\_  
Briefly describe the role and responsibilities of the volunteer.

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## Service Commitment

Please describe your shared understanding of the volunteer's time commitment to the service site.

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## Community Work Objective

Please describe what you hope to achieve or contribute to the community through your service.

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## Learning Goals

Please describe what you personally hope to learn, what skills you hope to develop, etc.

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The Student Service Record (SSR) Program is coordinated by the  
Center for Student Experience and Talent (SET).

