We appreciate the time you are taking to complete this form. We hope that our students have made a positive impact on your organization, and we look forward to continued opportunities to work together.

**TO BE COMPLETED AT VOLUNTEER SITE:**

Volunteer Site Contact Person/Manager/Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information for Person Listed Above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of service:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of the Volunteer Site Contact Person/Manager/Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (required to receive credit)

**TO BE COMPLETED BY STUDENT ORGANIZATION:**

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| **THIS SHOULD BE COMPLETED ACCURATELY AND LEGIBLY IN FULL** | | | | |
| **Club Member Name** | **PSU Email Address** | **Time Arrived at Site** | **Time Left Site** | **Number of Hours at Site** |
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| **OVERALL TIME/TOTAL:  (including additional club members’ hours on other side)** |  |  |  |  |

Name of student submitting this form (print legibly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of student submitting this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **THIS SHOULD BE COMPLETED ACCURATELY AND LEGIBLY IN FULL** | | | | |
| **Club Member Name** | **PSU Email Address** | **Time Arrived at Site** | **Time Left Site** | **Number of Hours at Site** |
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