



COMMUNITY SERVICE SUMMARY FORM

Student's Name: _____

| | |
|---------------------------------------|---|
| Student Signature: _____ | Date submitted to Dept. of Student Affairs: _____ |
| Receiving Officer Name: _____ | Receiving Officer Signature: _____ |
| Activity 1: _____ Organization: _____ | |
| Authorized Personnel Name: _____ | Authorized Personnel Signature: _____ |
| Telephone No.: _____ | Date Started: _____ Completed: _____ |
| Total Hours Worked _____ | |
| Activity 2: _____ Organization: _____ | |
| Authorized Personnel Name: _____ | Authorized Personnel Signature: _____ |
| Telephone No.: _____ | Date Started: _____ Completed: _____ |
| Total Hours Worked _____ | |
| Activity 3: _____ Organization: _____ | |
| Authorized Personnel Name: _____ | Authorized Personnel Signature: _____ |
| Telephone No.: _____ | Date Started: _____ Completed: _____ |
| Total Hours Worked _____ | |

PLEASE NOTE: COMMUNITY SERVICE HOURS MAY BE SERVED IN ANY OF THE FOLLOWING UCC PROGRAMMES OR UCC ENDORSED COMMUNITY SERVICE ACTIVITIES (this list is not exhaustive):

| PROGRAMME | EXAMPLE OF ACTIVITIES |
|--|--|
| UCC Graduations | Assisting in pre-event set-up, acting as Ushers at event, meal service, post-event pull-down and clean-up activities, Parking Attendants, Reception Desk, etc. |
| FIU Graduations | As above |
| UCC Registration | Issuing Acceptance Packages |
| UCC New Student Orientation Programmes | Ambassadors, Tour Guides, assisting at Registration Desk, Water Stations, etc. |
| UCC Sports Day | PR, Marshalls, Water Stations, etc. |
| Other Department of Student Affairs Activities | As assigned |
| Good Samaritan Inn, Heroes Circle | Meal Service |
| UCC Foundation Events e.g. 5K Run/Walk, Plays etc. | Fundraising, Parking Attendants |
| School Career Fairs, EXPOS | UCC Ambassadors |
| Customer Service Surveys | Mystery shoppers, spot surveys, compiling data as necessary. |
| Library Special Displays (e.g. Book displays for Jamaican Authors, Earth Day, Child's Month, Heritage Week, etc.) | Conceptualise and produce displays e.g. poster preparation, manning display booths, providing information. |

Please submit this form to the Department of Student Affairs (or Campus Manager) once you have completed the required hours of service.