

Lee University Leonard Center

Volunteer Project Form for Individually Arranged Projects

The Leonard Center periodically reviews the amount of hours served and verifies that students have actually served with stated partners. We do this to maintain integrity in the documenting of service hours.

To Be Filled Out By Student:

Name _____
Colleague ID # _____
Classification _____
Lee Box # _____
Phone # _____
E-mail Address _____
Project Date(s) _____

Are these hours for a class? Yes or No

If yes, please indicate the following:

Course Number _____

Name of class _____

Instructor _____

Instructor's initials/approval after Completion:

Initials _____ Date _____

Name of Organization Served _____

Project Summary _____

REFLECTION PAPER

For every 10 hours of service you complete outside of a service enhanced course, please attach a minimum two page reflection paper to this form. For 20 hours of service, a minimum of a four page paper is required. For questions regarding this, please visit the Leonard Center.

To Be Filled Out By Supervisor:

Name _____ Phone # _____

Email Address _____

Address _____

TOTAL Number of Hours Student Served _____

Supervisor signature after completion _____

OFFICE USE ONLY

Approved ____/____/____

Length of Reflection Paper _____

Received ____/____/____

Hours Earned _____

Please return this form to:

LU- The Leonard Center
Office of Field Experiences

1120 North Ocoee Street
Cleveland, TN 37320-3450

Phone (423) 614-8614
Fax (423) 614-8617