Federal Work Study Community Service Work Study Completion Form

Complete section below and upload into Work Day with your hours no more than two weeks after the Community Service work is complete.

Student Name	**Last:**	**First:**
Student WPI ID		Class Year: (ex 2024)
Company Name:		
Company Address		
Company Address		
City, State Zip		
Name of Supervisor		

Title: **Phone ( ) -**

Date(s) & Hours Communtity Service work was performed	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS

Signature of Community Service Supervisor:

By signing this form you are indicating that the student listed above worked the hours listed at your

General description of work that was performed

By submitting this form I understand that I will only be paid for a maximum of 10 hours of community service (unless I'm employed in a full time community service position designated by the Student Activities Office). Any hours worked in community service beyond the 10 hours will be considered my own personal volunteer time given to the organization.

I understand that if the completion form is not turned in within 2 weeks of the date of the work hours listed above I will not be paid for these hours and they will not be counted toward my 10 hours of community service. All hours must be completed by 5:00 pm est. on the last day of D term. Any hours completed after this will not be paid or count towards your required 10 hours of service.

THIS FORM NEEDS TO BE UPLOADED TO THE WORKDAY SYSTEM WHEN YOU SUBMIT YOUR COMMUNITY SERVICE HOURS INTO WORKDAY. DO NOT SUBMIT THIS FORM DIRECTLY TO THE OFFICE OF STUDENT AID & FINANCIAL LITERACY

Student Signature: **Date:**