



WPI

Office of
Financial Aid

Community Service Work Study Completion Form

Complete section below and upload to Workday no more than two weeks after Community Service work is complete.

Instructions for uploading this form to Workday can be found [here](#).

Student Name			
Student WPI ID		Class Year (i.e. 2028)	

Agency/Event Name			
Agency/Event Address			
City, State, ZIP			
Volunteer Coordinator			
Coordinator Title		Agency/Event Phone	

Date(s) and Hours Community 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 organization.

General description of work that was performed:

--

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 5:00pm EST on the last day of D term.

This form needs to be uploaded to Workday with your community service hours using the instructions above. Do not submit this form directly to the Office of Financial Aid.

Student Signature	
Date	