

## **Community Service Work Study Completion Form**

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

Instructions for uploading this form to Workday can be found here.

Agency/Event Name Agency/Event Address City, State, ZIP Volunteer Coordinator Coordinator Title  Date Date Date Date Date Date Date Date	Student Name												
Agency/Event Address City, State, ZIP Volunteer Coordinator Coordinator Title  Date Date Date Date Date Date Date Date	Student WPI ID		Class Year (i.e. 2028)										
Cordinator Title  Date Date Date Date Date Date Date Date													
City, State, ZIP  Volunteer Coordinator  Coordinator Title  Date Date Date Date Date Date Date Date	Agency/Event Name												
Volunteer Coordinator  Coordinator Title  Date Date Date Date Date Date Date Date	Agency/Event Address												
Date(s) and Hours Community Service Work Was Performed    Hours   Hour	City, State, ZIP												
Date   Da	Volunteer Coordinator												
Date(s) and Hours Community Service Work Was Performed  Hours Hour	Coordinator Title		Agency/Event Phone										
Date(s) and Hours Community Service Work Was Performed  Hours Hour		r											•
Community Service Work Was Performed  Hours Hour		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Community Service Work Was Performed  Hours Hour													
Community Service Work Was Performed  Hours Hour	Date(s) and 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		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
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submit this form directly to the Office of Financial Aid.			-			unity se	rvice ho	urs usin	g the ins	struction	is above	. Do not	
	submit this form directly to t	ne Offic	e ot Fina	incial Aid	d								
Student Signature	Student Signature												
Date	Date												