

Group Log Sheet

Volunteer & Service-Learning

218 Lankford Student Union - 434.395.2930

www.longwood.edu/volunteer

Please submit a separate form for EACH service project your organization participates in.

Group/Organization Completing Service																							
Reason for Serving <i>Please check all that apply</i>	<input type="checkbox"/> Class _____ Instructor _____ <input type="checkbox"/> Optional <input type="checkbox"/> Required <input type="checkbox"/> SGA Funding <input type="checkbox"/> Fun <input type="checkbox"/> Other _____																						
Agency or Individuals Served																							
Semester and/or Dates of Service																							
Description of Project																							
Number of Hours Served <i>*ALL individual's names and hours must be included to receive credit for hours.</i> <i>*If more space is needed, continue NEATLY on the back of this sheet.</i>	<table border="1"> <thead> <tr> <th>Individual's Name (First & Last)</th> <th>Number of Hours Served</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td colspan="2">Total Hours Served</td> </tr> </tbody> </table>	Individual's Name (First & Last)	Number of Hours Served																			Total Hours Served	
	Individual's Name (First & Last)	Number of Hours Served																					
Total Hours Served																							
Amount of money raised (if applicable)																							
Fundraising Method (EXAMPLE: donations from individual members, car wash, etc.)																							
Name of individual completing log sheet	Name Phone Email																						
Organization (not individual) completing service	Box Number (if applicable) Phone Number (if applicable) Email (if applicable)																						

In order for groups/organizations to receive funding from SGA during the 2007-2008 academic year, log sheets must be submitted to 218 Lankford Student Union no later than **April 15, 2007**.

For additional hours, schedule a reflection session for your organization! Contact Jen Rentschler at 434-395-2930.