Individual Log Sheet

Volunteer & Service-Learning
218 Lankford Student Union - 434.395.2930
www.longwood.edu/volunteer

Please submit a form for each service projects you participate in.

Individual Completing Service	
Volunteer Contact Information	Phone _____ Email _____
Reason for Serving *Please check all that apply*	□ Class _____ Instructor _____ □ Optional □ Required □ Organization, *please list* _____ □ Fun □ Sanction, *please specify* _____
Total Hours Required	
Completion Date (if applicable)	

Date	Agency or Individuals Being Served	Description of Project	Service Hours Completed	Verification

TOTAL HOURS COMPLETED

NOTE:

- *If you are completing service **for a class**, you MUST obtain verification from an agency site supervisor in INK after each visit to the agency.*
- *If you are completing hours for SGA, please submit your log sheets to Lankford 218*
- *If you are completing hours for a **class,** submit original log sheet to your Instructor*
- *Otherwise, please return completed log sheets to Lankford 218 by Reading Day of each semester.*

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