

REQUEST FOR TRANSCRIPT NOTATION OF STUDENT VOLUNTEER HOURS

The University of Indianapolis encourages students to volunteer with agencies, special programs, or projects that serve the needs of individuals and the community. The university is pleased to recognize the students who perform this type of volunteer service. All hours that are recorded and certified need to be turned into the Community Programs Center in Good Hall 201C. The CPC office is responsible for recording your hours and turning a list of hours into the Registrar's office which will, in turn, place your service hours on your transcript. The CPC office will keep the original records for up to five years or graduation, whichever comes last. In order for documentation to be posted for the current semester, forms must be received by the end of final exam week!

**ATTENTION:
VOLUNTEER HOURS THAT ARE PERFORMED FOR COURSE CREDIT OR IN CONJUNCTION WITH A
CLASS PROJECT ARE NOT ELIGIBLE TO BE POSTED ONTO TRANSCRIPTS.**

I. STUDENT INFORMATION

I, _____, have performed _____ hours of volunteer service as described below:

Name of service/event _____

Name of sponsoring agency _____

Agency address _____

Phone Number _____

Description of services provided _____

SSN/ID# _____

E-mail _____ Phone # _____

Student Signature _____ Date _____

II. SPONSOR VALIDATION

I, _____, verify that the above named student has completed the number of hours stated by him/her with the agency or program indicated.

Comments _____

Sponsor Signature _____ Phone # _____

Title _____ Date _____

***Attention Student: Please take a moment to fill out the survey on the back of this sheet. Thank you→**

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COMMUNITY PROGRAMS

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Please take a moment to answer these questions.

Participating in this short survey will help us assess the University of Indianapolis wide learning goal of social responsibility and the impact volunteerism has on UIndy students.

I. Please indicate your level of agreement with the following statements:

| | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| In general, my volunteering project was a positive experience. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Volunteering connects to what I am learning in the classroom. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Through my experience I am more motivated to become involved with the community. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Volunteering helped me identify my personal strengths & weaknesses. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| During my volunteering experience I became more comfortable working with individuals who are different from myself. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Participating in volunteerism helped me enhance my leadership and communication skills. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

II. Please add any comments about your volunteering experience:

Thank you for participating in this survey!

Community Programs Center
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