

# Community Service Proposal Form

*The following form needs to be completed 10 days prior to the start of the proposed service opportunity. Notice of approval of service opportunity will be provided 7 days in advance of the service date. Completed forms must be returned to the Coordinator of Community Service and the Director of Student Activities.*

**Coordinator(s) for Service Project:** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

**Title (If Applicable):** \_\_\_\_\_

**Name of Club, Department, Team, etc.:** \_\_\_\_\_

**Name of Advisor (If Applicable):** \_\_\_\_\_

**Estimated Number of Participants:** \_\_\_\_\_

**What is your proposed service opportunity?**

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**What benefit will this opportunity provide?**

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**What are the indicators of success?**

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**Location of Service Site:** \_\_\_\_\_

**Will you need to request a van:** \_\_\_\_\_ **Driver's name** \_\_\_\_\_

**Do you have the necessary supplies and facilities?** \_\_\_\_\_

**Expected hours of service to be completed:** \_\_\_\_\_ **Service Date:** \_\_\_\_\_

**Is fundraising required? What is your necessary amount?** \_\_\_\_\_

*Failure to complete the form and receive approval for your proposed service opportunity within the designated time period will result in a fine and/or penalty being levied upon the organizing group or club.*