This form must be completed and turned into the Office of Student Activities in order to be included in the annual report and to be considered for Community Service/Philanthropy awards and recognition efforts.

In the case of co-sponsoring an event each organization must fill out separate forms.

Forms are due within one month of the project date or on the semester’s last day of classes in the case of ongoing projects.

Organization: __________________________________________________________

Today’s Date: __________________________________________________________

Contact Person: ___________________________ Phone Number: ___________________________

Date of Project: __________________________________________________________

Semester: ___________________________ Year: ___________________________

Detailed Description of Activity:
____________________________________________________________________
____________________________________________________________________

Name of Agency/Charity: ________________________________________________

Agency/Charity Contact Person: __________________________________________

Phone Number: _________________________________________________________

Address: _______________________________________________________________

Read Carefully: Philanthropy is defined as an organization developing and participating in an activity which raises money or donation items for a charity or cause (i.e., car wash, party or sports event in which profits go to a charitable organization, canned food drives, etc.) or a straight donation of member funds. Community Service is defined as hands-on activities in which an organization has direct interaction with the people they are helping (i.e., painting the house of an elderly person, teaching someone to read, volunteering at a children’s center, community clean-ups, etc.) or volunteering at a philanthropic event sponsored and/or organized by another group. Both are valuable contributions to the community. Keeping these definitions in mind, please answer the following questions:

over
Which best describes your organization’s event:
Philanthropy ___________ Community Service ___________

Complete for all events in which members actively participate (community service or philanthropy):

Total number of participating/total membership: ________ \ ________

Total number of hours spent (# of members participating X # of hours each member spent): __________

Complete for Philanthropy efforts only:

Event to Raise Money ___________ Straight Donation ___________

Total Proceeds of Event: ____________________________________________

Total Expenses of Event: __________________________________________

Total Monetary Donation: _________________________________________

Total Items Donated to Charity: _____________________________________

What were the items donated (clothing, food, etc.)? ____________________

For office use only:

Date Received: __________ Received By: __________