

**Center for Service Leadership
Penn State Behrend
Community Service/Philanthropy Report Form**

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:

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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: _____