

SUNY OSWEGO
STUDENT ORGANIZATION COMMUNITY SERVICE PROJECT REPORT FORM

This report form has been developed to aid student organizations in the reporting of campus and community service projects in which they have participated and/or sponsored. Please type or print legibly and complete one form per service project. Additional forms can be obtained from Student Involvement at The Point in Room 101 Campus Center or by printing one from the web page at: <http://www.oswego.edu/thepoint>

Individual Completing Form _____

Address _____ Phone # _____

Email _____

Name of Student Organization _____

Total Number of Members _____ Number Involved in Project _____

Names of Members who participated:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Feel free to attach an additional sheet with names if needed)

Name of Service Project _____

Brief Description of Service Project _____

Date(s) of Service (if one time event, list date(s), if ongoing project list how often - i.e. once a week, etc.)

Number of hours served per volunteer (rough estimate) _____

(Please continue on back)

The service project was...

_____ created and sponsored solely by your organization.

_____ developed and sponsored by a state, national or international organization

_____ other (please explain)_____

Were other student organizations or College departments involved with this project?

_____ Yes

_____ No

If YES, please identify organizations and/or departments: _____

Did the project involve raising money for charity?

_____ Yes

_____ No

If YES, please list the approximate dollar amount and identify the organization(s) to which the money was donated:

Amount: \$ _____

Organization(s) receiving the donation: _____

Did the Project involve the donation of food or other items?

_____ Yes

_____ No

If YES, please explain (32 cans of food, 5 pieces of clothing, etc.):

Student Involvement at The Point in collaboration with Service Learning/Community Services would like to promote and celebrate student organizations committed to service. Please feel free to attach an additional sheet(s) with other information, which would be helpful in learning more about this service project, i.e. pictures, postings, newspaper clippings, etc. So, that we may adequately publicize your involvement.

Thank you!

Please return to The Point, 101 Campus Center.