University of Houston-Downtown Community Involvement Center



Service Reporting Form for Organizations

Form is to be used by students reporting group volunteering hours

Volunteers <u>must</u> provide agency contact information

Please turn in your completed form to the Community Involvement Center (S-204) or e-mail to Volunteer@uhd.edu

| Today's Date: |
|---|
| Student Organization Name: |
| Group Leader/Representative Name: |
| Volunteer Phone Number: |
| Volunteer E-mail Address: |
| Agency Receiving Services: |
| Activity Performed: |
| Estimated number of individuals served: |
| Agency Contact Information |
| Agency Representative (Please Print): |
| Contact Phone Number: |
| Contact E-mail Address: |
| I hearby certify that the club/organization named above has completed the service project described on this form and that the project was completed in a satisfactory manner. |
| Representative Signature: |

Please use the Service Log table provided on the next page to log in group volunteer hours. Use additional pages as necessary.