



**Student Advocacy
and Accountability**

SOUTHEASTERN LOUISIANA UNIVERSITY
SLU 10390 | Hammond, LA 70402
Ofc: 985-549-2213 | Fax: 985-549-5103
www.southeastern.edu/osaa

**EDUCATIONAL SERVICE
VERIFICATION FORM**

I. Student/Organization's Responsibility

You are responsible for completing the educational service hours specified in this Educational Services Verification Form. When you have completed the hours assigned, you must have the service site supervisor or his/her designee complete and sign the bottom portion of this form.

It is your responsibility to return this completed form to Student Advocacy and Accountability in Mims Hall, Room 207.

This form is proof that you have served the service hours required by the Office of Student Advocacy and Accountability, and it will become a part of your disciplinary record. Your failure to perform these hours will result in a registration hold.

Print Name _____

W Number _____

Signature _____

Date _____

II. To Be Completed By The Educational Service Site Supervisor

Dear Volunteer Coordinator:

Thank you for affording this student or student organization the opportunity to volunteer with your organization. Please provide a brief description of the duties performed and the number of hours served. If the hours were completed over the course of multiple dates, please list them in the comments section or attach a sheet showing dates and number of completed hours. This will ensure that the student receives appropriate credit for their efforts. If you have any questions, please call 985-549-2213

Thank you for your cooperation.

A. Community/Work Service Organization

Agency Name: _____

Contact Person: _____ Position: _____

Telephone: _____ Email: _____

B. Student/Organization Information

Student or Student Organization Name: _____

Date(s) of Hours Completed: (Start Date) _____ (Date of Completion) _____

Number of Hours Served: _____

Description of duties performed:

Site Supervisor (Print Name) _____ / _____ Signature _____ Date _____

C. Additional Information/Comments

Please provide any additional information or comments: