Service Credit Form

Use this form if you need verification of completed service hours. To receive credit for the hours, you must have an on-site volunteer supervisor sign this form. Once completed, the VE staff member will return it to the Office of Student Leadership & Service (DUC Room E340) for verification.

To be completed by the volunteer

Name: _______________________________________________________

Address: _____________________________________________________

Phone: ______________________ Email: ____________________________

Reason for submitting form (check one): □ PE 101 extra credit □ Court-Ordered Service
□ Class Credit (course: ____________________) □ Medical Amnesty
□ Student Conduct Mandated Service □ Other: ____________________

To be completed by the volunteer supervisor

Name: ________________________ Title: _____________________________

Agency: _______________________________________________________

Phone: ______________________ Email: ____________________________

Date(s) of completed service: ____________________________________

Total number of completed hours: __________________________________

Project completed: _____________________________________________

I certify that __________________ has completed the above volunteer service.

name of volunteer

Comments:____________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

____________________________________

Supervisor’s signature Date

d ph 404-727-6268 ◊ fax 404-727-5579 ◊ volunteer@emory.edu ◊ www.volunteer.emory.edu