Office of the Associate Dean of Students

Request to complete community service hours off campus

Student Name: (please print) ______________________________________________________

A#_________________________

Name of place you are requesting to complete your service at: (must be not for profit, you may not be
paid) :_____________________________________________________________________

Type of work you will be completing there: __________________________________________

____________________________________________________________________________

Name of individual supervising you (not a family member):
____________________________________________________________________________

Reason you are making this request for this specific location:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

By signing this form you state that you understand that this is a REQUEST only. You will receive
official approval or denial via your TAMUCC email account. Additionally you are stating that
you understand that the only documentation of service accepted is the Office of Judicial
Affairs official form and we will check to verify service was completed and you were not
compensated for the service. You must use the official log to keep track of your hours and it
must be completed in its entirety.

Signature: ___________________________ Date:______________