TAMU-CC Student Conduct & Community Standards
Request to complete community service hours off campus

Student Name: (please print) ____________________________________________________
A#_________________________     Email:__________________________________________

Location for which you are requesting to complete your service: (must be not for profit, you
may not be paid, a student and/or family member cannot supervise your hours)
____________________________________________________________________________

Type of work you will be completing there: _________________________________________
____________________________________________________________________________
____________________________________________________________________________

Name and position of the individual supervising you________________________________
____________________________________________________________________________

Reason you are interested in completing your hours at 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 email. Additionally you are stating that you understand that the
only documentation of service accepted is the Student Conduct & Community Standards
official log. We will check to verify all information regarding logs submitted to our office and
the sanction will not be considered complete until we are able to complete verification. You
must use the official log to keep track of your hours and it must be completed in its entirety.

Signature: ___________________________     Date:________________