

Please complete the following form. This form must be filled out in order for community service hours to count. The following is required:

- Event and host contact info
- List of names and C numbers of all members who attended the event
- At least fifty percent of the clubs members are required to attend
- Visual evidence (pictures or video)
- Minimum of 3 hours worked (unless pre-approved by Assistant Director, Rec Sports)

### **Club Information**

Club Sport: \_\_\_\_\_ Date: \_\_\_\_\_

Person Submitting the Form: \_\_\_\_\_ Email: \_\_\_\_\_

### **Organization Information**

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_ Email \_\_\_\_\_

Organization Contact Number: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

Total Hours: \_\_\_\_\_

UNIVERSITY  
OF MIAMI





### **\*OFFICE USE ONLY\***

**Employee Reviewing Form:** \_\_\_\_\_

**Date Received** \_\_\_\_\_

**Criteria Met (check boxes below):**

- Event pre-approved by the Assistant Director, Recreational Sports
- Organization contact information listed
- List of club sport members in attendance
- 50% of club in attendance
- Minimum of 3 hours worked
- Visual evidence submitted

