



SYRACUSE UNIVERSITY  
SCIENCE AND TECHNOLOGY ENTRY PROGRAM (STEP)

## 2016—2017 STUDENT COMMUNITY SERVICE FORM

As participants in the STEP Program, all students are asked to complete ten hours (10) of Community Services as a part of his/her program requirements. Hours must be completed by **Saturday, April 1, 2017**. Completed forms should be returned to the STEP Office.

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	GRADE	STUDENT'S TELEPHONE NUMBER	NAME OF SCHOOL

### COMMUNITY SERVICE LOG

(This section of the form must be completed by the Adult supervising the Community Service Hours.)

DATE HOURS PREFORMED	NUMBER OF HOURS WORKED ON THIS DAY	NAME OF AGENCY WHERE	TYPE OF WORK PERFORMED	PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	SUPERVISOR'S PHONE # FOR VERIFICATION
<b>**TOTAL HOURS</b>						

**Additional information** about the STEP Program's Community Service Requirements can be found on the opposite of this form.

## STEP PROGRAM COMMUNITY SERVICE REQUIREMENTS

### STUDENTS MUST:

- (1) Perform community service at a **not for profit organization(s) and/or agencies** outside of regular school hours.
- (2) Not receive **monetary or school credit** for hours performed.
- (3) List hours **worked on a daily basis** as performed (*Please do not log as total sum of hours worked over an extended period of time.*)
- (4) Perform community services with an **adult over the age of 21**.
- (5) The **adult supervising students'** community service hours **must sign and complete** the Community Service Log. Community Service Logs completed by students will not be accepted.
- (6) Submit the completed form to the STEP Office by **Saturday, April 1, 2017**.

### FORM SUBMISSION DIRECTIONS:

- (1) Forms must be **HAND DELIVERED, FAXED, SCANNED** or **E-MAILED** as a PDF Document. Forms sent in the mail will not be accepted.
- (2) **E-mail Address:** [step@syr.edu](mailto:step@syr.edu)      **Fax:** 443 – 5683      **Office:** 419 Sims Hall, Syracuse, NY
- (3) To **print additional copies** of the Student Community Service Form, please visit the STEP Program's website: [www.step.syr.edu](http://www.step.syr.edu)