



Office of Greek Life Programs Department of Student Life

Guidelines for Service

- Each separate service event should be documented. Individuals should NOT use this form to list service hours for separate individuals within the chapter, but as the actual event and number of participants.
- How each chapter would like to keep track of their individuals' service is at the chapter's discretion.
- Service hours will be awarded as:
 - Community service/charity organizations
 - Donations of clothing, furniture, food, etc. ***1 hour per bag of clothing/food donated**
 - Participation in other chapters' philanthropic events ***5 hours per chapter per event attended**
- Any individual receiving 20 or more hours for one event, and/or any group receiving 40 or more hours for one event, must also have a completed Service Hour Verification Form from the organization, with whom they participated (e.g., The American Red Cross). The purpose of these "verification forms" is to make sure each person or chapter is receiving only the amount of time he/she has donated.
- Chapter forms **MUST** be **reviewed** and **signed** by the chapter/graduate advisor and the chapter representative.
- All sheets, including verification forms, from the chapter must be turned into the Hub, located on the first floor of the Student Union within 10 business days.
- All summer and winter break service hours must be turned in by the second Monday of the new semester's classes (i.e. September and January).
- Summer service hours should run from May to August.
- Late forms **WILL NOT** be accepted and late hours will not be documented.
- These forms will be used in determining annual Greek Leadership Awards