

SERVICE LEARNING PROJECT FORM

Instructions:

You are required to complete _____ hours of Community Service by _____ (date).

- Unless otherwise assigned, you may complete your service at any of the locations listed below or any not for profit location.
- If you would like to complete your hours somewhere else other than what is indicated in your student conduct paperwork, contact the Student Conduct Office in advance to get permission before beginning service.
- If you need more time to complete the hours, send an email to student.conduct@cortland.edu at least 2 days before this assignment is due to request more time. Suggest a new due date that you can meet.

When service is complete:

- ⇒ Have the supervisor of the service project sign and date the timesheet.
- ⇒ Sign and date the timesheet verifying you have completed assigned service hours.
- ⇒ Deliver the Time Sheet to the Student Conduct Office, 405 Corey Union, by the due date.

Non-Profit Organizations in Cortland, NY

Agency	Opportunity	Contact
CAPCO	Family Essentials (used clothing room) Open for business T, W, TH 8:30 to 4. M,F accepting donations	Brandy Strauf 607-753-6781
YWCA		Robyn Hayes 607-753-8774
YMCA	Wellness Dept/Health and Fitness (Blood pressure monitoring program)	Jamie Moretti 607-756-2893
YMCA	STEM program and general volunteering	Margo Upson 607-756-2893
Guthrie Medical Center		Jared Kolodziejczyk 607-756-3500
Alumni House	Opportunities daily	Tanya Maggs 607-753-1561
United Way	Has a variety of opportunities throughout the semester, including weekends.	Christella Yonta 607-756-5639 director@cortlandunitedway.org
Thrifty Shopper		Jenna 607-756-2961
Catholic Charities		Collin Moore 607-299-4164
CNY Spay and Neuter Clinic	Animal care	607-756-2561 (leave message)

* All agencies are following CDC guidelines for COVID-19.

Timesheet

Date	# of hours <small>.25 = 15 minutes .50 = 30 minutes .75 = 45 minutes</small>	Service provided: <ul style="list-style-type: none"> • Service Site • Responsibilities 	Supervisor Information:
			Name: _____ Phone/Email: _____ Signature: _____
			Name: _____ Phone/Email: _____ Signature: _____
			Name: _____ Phone/Email: _____ Signature: _____
			Name: _____ Phone/Email: _____ Signature: _____
			Name: _____ Phone/Email: _____ Signature: _____

Total hours served: _____

Student's Name: _____ C#: _____

Student's signature: _____ Date: _____

Return this form to:
 Student Conduct Office, 405 Corey Union
 Phone: (607) 753-4725 Fax: (607) 753-4868 student.conduct@cortland.edu