



Service Project Documentation Form

In an effort to document all of the service activities that are taking place at CPCC, Service-Learning is asking that you fill out the information on this form and return it to Terry Galante in Overcash, Room 241 Central Campus. All service activities will be documented and added to a student's service record, which is available upon request. Furthermore, by documenting your service, the Service-Learning Center is able to keep in contact with the agency served and assist them with needs they may have in the future by inviting them to workshops, volunteer fairs, and connecting them with courses relevant to their needs. Thank you for assisting us in our efforts.

If you have questions, please contact Service-Learning at (704) 330-6445 or service.learning@cpcc.edu.

Date (mm/dd/yy):

Name of Department, Student Organization, or Other Group:

Contact Person Coordinating Project: Phone:

E-mail Address:

Project Information:

Name of Project: Date(s) of Project:

Location of Project:

Description of Project:

Name of Community Organization That Benefited:

Contact at Community Organization: Phone:

E-mail Address:

Total Service Hours Completed (duration of project): Total number of participants (students, faculty, staff):

Was there media coverage or photographs of the project? YES* NO

*If YES, please explain:

