1. **STUDENT ENROLLMENT FORM**
   - Fill out the entire form with your personal information and be sure to include course number, title, and instructor
   - Sign the form
   - Turn in white copy to the Service-Learning office and yellow copy to your instructor

2. **HOLD HARMLESS AGREEMENT FORM**
   - This waiver must be signed before your service assignment can begin
   - If you are under 18 years of age have your parent/guardian sign this form
   - Turn in white copy to the Service-Learning office and keep the yellow copy for your records

3. **SERVICE AGREEMENT FORM**
   - Fill out the top portion of the form before attending your first interview with your selected site
   - Fill out the days & hours section with the agency supervisor during your 1st visit
   - Give a brief description of how this service will relate to your coursework
   - Turn in the white copy to the Service-Learning office, yellow copy is for your records, the pink copy is for the site supervisor and goldenrod copy is for your instructor

4. **SERVICE LOG FORM**
   - Carefully record all of your service hours on this form; be sure to include: date, time, & type of service
   - At the end of your service, tally your worked hours at the bottom of the form
   - Have your supervisor approve your hours, sign, and date the form
   - Turn in the white copy to the Service-Learning office, yellow copy is for your records, the pink copy is for the site supervisor and goldenrod copy is for your instructor

5. **SUPERVISOR EVALUATION**
   - At the end of your service experience have your supervisor fill out this form
   - Supervisor must fax form back to M. Clark at (408) 270-0158
   - If you had an exceptional experience this is a great time to ask for a letter of recommendation
   - Turn in the white copy to the Service-Learning office, yellow copy is for your records, and the pink copy is for your instructor
   - Please have the supervisor at your site fax back this form to M. Clark at (408) 270-0158

6. **STUDENT EVALUATION**
   - Complete this form at the end of your service commitment
   - This is an excellent opportunity to describe in detail what you gained from your Service-Learning experience: what you enjoyed and did not enjoy
   - Turn in the white copy to the Service-Learning office and the yellow copy is for your records

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EVC Center for Service-Learning & Public Service Program
O: 408.223.6770  F: 408.270.0158  Location: RD-216
E: evcservicelearning@evc.edu  W: www.evc.edu/service_learning

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