

# INSTRUCTIONS TO FILL OUT YOUR SERVICE-LEARNING FORMS... FOR VIRTUAL VOLUNTEER OPPORTUNITIES



Download the forms onto your computer. The forms are in pdf and writable, where you can fill out and sign electronically, and email completed forms to Tiffany O'Brien at [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu). Or you can print the forms, fill them out, scan the completed forms and email to [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu).

## 1. WAIVER OF LIABILITY, ASSUMPTION OF RISK & INDEMNITY AGREEMENT

- This waiver must be signed by the student and Dean of SHAPPE **before** starting your service
- Sign your name at the bottom of this form
- If you are under 18 years of age, have your parent/guardian sign this form
- Email the signed form to [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu). We will obtain the Dean of SHAPPE's approval.
- Wait for the Office of Service-Learning & Public Service to contact you **before** starting your service

## 2. STUDENT ENROLLMENT FORM

- Fill out the entire form with your student information
- Sign and date the form, and email completed form to [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu)

## 3. SERVICE AGREEMENT FORM

- Fill out the Student Information section at the top of the form
- Give a brief description of how this service relates to your major/career interest
- Fill out the Community Partner section with the following information:
  - i. Agency Name
  - ii. Address: enter agency address if available or the url of the virtual volunteer opportunity
  - iii. Student's Responsibilities
  - iv. Start Date
- Supervisor information and signature if available. If no direct supervisor available, leave blank.
- Email the signed form to [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu).

## 4. SERVICE LOG FORM

- Carefully record all of your service hours on this form; be sure to include the date, time, & description of service
- At the end of your service, tally your total worked hours at the bottom of the form
- Supervisor information and signature if available
- Email the signed form to [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu)

## 5. SUPERVISOR EVALUATION

- At the end of your service commitment, if possible, have your supervisor fill out and sign this form
- Email completed and signed form to [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu)
- If no direct supervisor available, this form is not required.

## 6. STUDENT EVALUATION

- Complete this form at the end of your service commitment
- This is an excellent opportunity to inspire others and describe in detail what you gained from your Service-Learning experience: what you enjoyed and did not enjoy
- Email the signed form to [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu)

**IMPORTANT:** If you volunteer at agencies that are not on our list of approved Virtual Opportunities, you must obtain approval from the Office of Service-Learning and Public Service **BEFORE** starting your service.



EVC Center for Service-Learning & Public Service Program

Phone: 408.223.6770      Location: A4-224

E-mail: [evcservicelearning@evc.edu](mailto:evcservicelearning@evc.edu)

Website: <http://www.evc.edu/academics/special-academic-programs/service-learning-public-service>

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