



*McDonough Leadership Center
at Marietta College*

Community Service Pre-Approval Form 2013-2014

Directions: Complete this form and submit it to the Director of Civic Engagement for pre-approval of either (1) campus-based service activities or (2) service conducted with an organization NOT listed in the 2013-2014 Community Partner Directory. Once you have received a copy with a signature and number of hours, you can engage in the activity. This signed form must be submitted with your time sheet by the end of semester in which the service occurred in order for it to be considered.

Student Name: _____

Campus/Community Organization: _____

Activity Title: _____

Date(s) of proposed activity: _____

Supervisor: _____

Estimated number of hours: _____

Brief description of the activity: _____

Describe how this activity is related to service: _____

Approved: YES NO

Number of hours approved: _____

If No, Explanation: _____

Director of Civic Engagement: _____

Date: _____