



# Catawba Valley Community College

## Volunteer • Community Service • Service Learning

### Report Form

Complete this form after the event.

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Course / Program / Club / Organization / Committee Name

Date(s) of Activity

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Course Instructor / Club or Organization Advisor / Committee Chairperson / Program Coordinator

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Total Number of Students Involved

Total Number of Instructors, Advisors,

Total Hours Served

Chairpersons, Coordinators Involved

Location and Explanation of Activity:

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Signature of Individual Completing this Form

Date

Please forward this form to the Office of Student and Community Engagement.

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To be completed by the Office of Student and Community Engagement:

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Received by

Date



# Catawba Valley Community College Volunteer • Community Service • Service Learning Request Form

Complete this form before the event.

**....COMPLETE ONLY IF ACTIVITY IS A FUNDRAISING ACTIVITY....**

Fundraising activities **MUST** be approved in advance through the Office of Student and Community Engagement. Fundraising activities are reserved for charitable giving opportunities.

Group Making the Request \_\_\_\_\_

Name of Individual Completing this Form \_\_\_\_\_

Date of this Request \_\_\_\_\_ Date(s) of the Fundraiser \_\_\_\_\_

What is the purpose of this fundraising activity?

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Describe the fundraising activity.

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Who or what groups or businesses will be contacted for donations, supplies or services? What will this include?

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What is the proposed location of this fundraising activity?

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Approved                       Not Approved

\_\_\_\_\_  
Signature of Office of Student and Community Engagement Representative

\_\_\_\_\_  
Date

