1. To be completed by student:

Name ___________________________ Student ID# __________ Email ___________________________
Student Contact (cell preferred) _______ WJU Box # _______
In which term was this service completed? Year __________ Semester: ☐ Fall ☐ Spring ☐ Summer
Description of completed Service: ____________________________________________________________

2. To be completed by Ministry Supervisor:

**Minimum semester requirements call for 30 hours of Service in an activity for which they are not receiving academic credit or compensation. Volunteer service may include any approved ministry. A maximum of 15 hours per semester can be for on-campus service.

How many hours did the student complete?

Did the student receive payment or academic credit? ☐ Yes ☐ No
(If yes, please explain): _________________________________________________________________

<table>
<thead>
<tr>
<th>Check the items that apply:</th>
<th>Always</th>
<th>Usually</th>
<th>Seldom</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student was punctual</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student was industrious</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Student had a good attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Student showed initiative</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student demonstrated good judgment</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

Please give a quick evaluation of the student’s performance or any recommendations you would make to the student for future Service work:

____________________________________________________________________________________

Do you have any additional recommendations for improving William Jessup University’s Service Program?

____________________________________________________________________________________

Would you recommend that the student be given Service credit? ☐ Yes ☐ No

Name of Supervisor (please print): ___________________________ Signature of Supervisor: ____________ Date: ___________

Position: ___________________________ Organization: ___________________________

Phone Number: ______________________ E-mail: ___________________________

PLEASE NOTE: This form WILL NOT BE ACCEPTED unless it is faxed or sealed in an envelope and submitted to the Office of Student Life no later than the Friday before Finals Week for the correlating semester. Summer Term forms must be submitted by the Fall Add/Drop Deadline (approximately one week after start of semester).

**Please see back side for service policies and requirements**

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Office Use Only:

☐ Approved ☐ Denied Received Date ________/_______/_______ Received by ___________________________

Comments: ___________________________________________________________________________

Authorized Signature ___________________________ Date ________/_______/_______

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William Jessup University * Office of Campus Ministries
333 Sunset Blvd. * Rocklin, CA 95765 * PHONE 916-577-2321 * FAX 916-577-2320

☐ CAMS Entry ☐ Scan ☐ Attach File ☐ CAMS Update

Student (Green)
Service Requirement & Policies

Service has been a long tradition at William Jessup University. As a Christ centered university, the focus of service stems from our belief that God has called each of his believers to be His hands and feet in the community and the world. This program gives students the opportunity to live out their faith with action. We believe service is an imperative part of the Christian higher education experience. Service enhances and enriches the student’s overall experience and is meant to be complimentary to their academic studies and other WJU experiences.

Campus Ministries sponsored outreach opportunities are available throughout the year at WJU. These include ministries such as: homeless ministry, urban outreaches, non-profit service, tutoring, mission trips, discipleship, and more. Students are also given the freedom to find an appropriate volunteer position within a church, mission organization, or other local ministry. For a list of ministry opportunities, please refer to the Campus Ministries website or the “Community Service” portion of the Job board. If you should have questions regarding your selection of ministries, please contact Campus Ministries.

<table>
<thead>
<tr>
<th>Number of Semesters Enrolled</th>
<th>Number of Semesters of Service Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>1</td>
</tr>
<tr>
<td>3-4</td>
<td>2</td>
</tr>
<tr>
<td>5-6</td>
<td>3</td>
</tr>
<tr>
<td>7+</td>
<td>4</td>
</tr>
</tbody>
</table>

- The minimum & maximum number of hours that can be attained in one term is 30 hours.
- Only 15 hours out of your 30 hours in a semester may be earned for on-campus service.
- There are three terms offered throughout the year (Fall, Spring & Summer).
- A student must submit a completed Service Report Form at the end of each semester they complete hours of service.
- Service Report Forms need to be turned in NO LATER than the Friday before finals week for eligibility. A late fee will be charged for forms turned in after that date.
- Summer Service Report Forms can be submitted up until the Fall add/drop deadline.
- You may not be supervised at your ministry by a family member or current WJU students (with the exception of WJU student leaders)
- Service Hours will be either approved or denied by Campus Ministries Staff.
- Only service hours that are non-paid and meet the expectations for service at WJU will be approved.
- Service Report Forms may be submitted and service credit given for up to 2 semesters of an approved non-paid academic internship and up to 3 semesters of an approved Teacher Education hours (i.e. student teaching).
- Service performed prior to enrollment is not eligible for approval.
- Service that is likely to be approved will be similar to:
  - Campus Ministries Outreach programs
  - Local Church Ministry
  - Younglife, Summer Camps, other mentor programs
  - Missions trips
  - Local non-church ministries (i.e. Salvation Army, Food Bank, Origin Coffee, Habitat for Humanity)
- Service that is not likely to be approved may be similar to:
  - Working with the family business
  - Helping a friend move
  - Doing your friends laundry