

# COMMUNITY SERVICE LOG

As part of fulfilling the Community Service sanction, students are expected to behave in an appropriate manner. This includes showing up at Community Service assignments on time, completing all assigned tasks and displaying a positive attitude and approach. Receiving a poor or unsatisfactory performance assessment will be deemed as not completing the Community Service sanction. Students who do not complete their sanction in a satisfactory manner will be required to repeat hours and/or referred for further judicial action.

Student Full Name: (Printed) \_\_\_\_\_  
 Case Number (from decision letter): (Printed) \_\_\_\_\_

Number of Hours to Complete: \_\_\_\_\_ Deadline: \_\_\_\_\_

Restrictions on Community Service Location: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Work Site Options:**

*#1 Custodial Services: Please contact Mary Pasternak at 716-878-6510 or Luann Jarosz at 716-878-3911 to schedule your hours.*

Performance Area (Check for each Item)	SUPERIOR	VERY GOOD	GOOD TO FAIR	POOR
Attendance and punctuality				
Attentiveness in developing understanding of job				
Cooperation				
Ability to accept supervision and constructive criticism				
Demonstrated capacity to learn new experiences				
Motivation and Initiative				

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# COMMUNITY SERVICE HOURS WORKED

Student must sign in and out EVERY time, in ink.

Date	Time In	Time Out	Hours Worked	Student Signature	Supervisor's Initials
<b>TOTAL HOURS</b>					
			Student Signature		
			Supervisor Signature		

Return this form to: Student Conduct and Community Standards, Bengal Hall Room 14  
 Attention: Student Conduct (716) 878-3051  
 Buffalo State University  
 1300 Elmwood Avenue  
 Buffalo, NY 14222