CTEP Independent Service Hours Approval Form

**CTEP MEMBER NAME**:

**NAME OF ORG WHERE MEMBER WILL DO INPEPENDENT SERVICE**:

**IS THE ORGANIZATION A NONPROFIT**? **DESCRIBE THE SERVICE ACTIVITY WHAT DATES WILL THIS OCCUR**?

**HOW MANY HOURS DO YOU EXPECT TO SERVE THERE (MAX 10):**

**YOUR SUPERVISOR NEEDS TO APPROVE BELOW THAT THIS DOES NOT CONFLICT WITH SITE SCHEDULE SITE SUPERVISOR NAME:**

**SITE SUPERVISOR SIGNATURE: DATE:**

**Instructions**

CTEP members may serve up to 25 hours annually for any independent service activity outside their site, with a maximum of 10 hours for any independent service site. For instance, you might volunteer for 10 hours at Feed My Starving Children, 10 Hours at the Humane Society, and 5 hours at Tree Trust for a total of 25 hours throughout the year. However, you could not volunteer 25 hours at Tree Trust alone. This also does not count towards the 75 hours a year that CTEP members serve in their group civic engagement project. This should be spent volunteering at an organization that falls outside of any prohibited activities (for-profit organization, union, political organization, religious, etc.)

1. **Email CTEP Staff** an electronic copy of this completed form before you do independent service hours.
2. **Written Reflection:** Upon finishing the independent service hours, please write a reflection on the CTEP member portal, answering the following three questions: 1) who did you serve with 2) what did you do, and 3) why do you consider this civic engagement and what did you learn from the experience? Please post your reflection under the “Civic Engagement Reflections” Group.
3. **Timesheet:** Once you have posted your reflection on the member portal, record the hours on your timesheet. Record in this format: “Location Name” (Independent Service Hours). CTEP will review.

Add the contact information (Name, phone number, email address) for the volunteer coordinator or staff person of the organization that you volunteered for in the comments section of the timesheet.