



Independent Volunteer Project Timesheet: Lily Community Engagement Award
Please print & complete IVP Timesheet (NOTE: ONLY ONE PROJECT SITE PER SHEET, PLEASE)

****Please make sure your handwriting is legible and report only one project site per sheet!****

Student Name: _____ Email: _____

Phone Number: _____ Student 920#: _____

Agency Name: _____ Agency Contact: _____

Agency Phone Number: _____ Student Major/Degree: _____

Prohibited Activities

There are certain activities that WCU students, faculty and staff may not perform in the course of their community projects. The prohibited activities include: Aiding or engaging in partisan political activities – Organizing or engaging in protests, petitions, boycotts, or strikes – Engaging in religious instruction, conducting worship services, or engaging in any form of proselytizing – Activities that pose a significant safety risk to participants – Assignments that displace employees

BRIEF ACTIVITY/PROJECT SUMMARY HERE: _____

DATE	TIME IN	TIME OUT	TOTAL HOURS	SUPERVISOR NAME & SIGNATURE
GRAND TOTAL OF HOURS				

I certify that the service hours and activities indicated above are accurate and appropriate.

Student's Signature: _____ Date: _____

Please return this form within 7 days of the last date listed on this timesheet to the CSL, Belk 273.

****For projects during the summer your timesheet is due by Friday of the first week of classes!****

****If the activity/project you are reporting is a CSL Pre-Approved project, DO NOT USE THIS FORM!****

FOR OFFICE USE ONLY: IVP point value _____	<input type="checkbox"/> PSF sent	<input type="checkbox"/> PSF completed	<input type="checkbox"/> points recorded
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