

**Agnes Scott College**  
***VOLUNTEER COMMUNITY SERVICE REQUEST***

Name \_\_\_\_\_

I would like to donate \_\_\_\_\_ hours (*maximum of 8 hours/calendar year*) to the following charitable organization:

\_\_\_\_\_

I would like to perform this service on \_\_\_\_\_ date.

*I understand that I must return the **Volunteer Community Service Verification** form, signed by the organization, to Payroll along with my bi-weekly or monthly time sheet in order to get paid by the College for these hours.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature-authorizing this request*

\_\_\_\_\_  
*Date*