Tzu Chi University
Community Service Sheet (for Offsetting Dorm Demerit Points)

_____
Last or Family Name First Middle Student ID#

The Department/Institute _____

Room#_____Bed#_____

The number of hours has been completed: _____

Hours of service needed: _____

Service to be completed by: _____(mm/dd/yyyy)

Proposition _____

Student's Signature _____ Date _____

Adjudication and Signature of Housing Front Desk Staff _____ Date _____

Note:

1. The form is processed according to the **University Housing Regulations**. Any disputes can be **petitioned** to **Life Guidance Chief** for adjudication. The form is to be retained until the **student graduates** or **the housing contract is terminated**.
2. The Front Desk Staff is hereby authorized to adjudicate housing-related disputes.

Date	Time From/To	Service Description	Total Hours	Signature of Person in Charge	Review by Life Guidance Staff
Total Hours					

Important Notes from *Student Life Guidance Office*:

1. All questions and requests made by students are responded to by email, except for in urgent cases, are responded to by phone. Remember to update your university email account regularly to avoid missing notices.
2. The service area is primarily the responsible section of Life Guidance Office (including University housings). Housing volunteers are assigned by Housing Front Desk Staff or Life Guidance Staff.
3. If you, for any reason, are not able to continue working in the assigned area, you must first notify the Life Guidance Office for your community service hours to be counted.
4. Community service hours are valid from the day of authorization to the expected day of completion. Extra hours will not be carried over for later uses.
5. This form is retained in the University housing office for updating community service hours.
6. We would like to thank you for your services, and hope you will find it a rewarding experience.