



Miles College Community Service Verification Form

Miles College Student Affairs encourage out Students to actively serve the surrounding community. Students are to provide this form to all Community Service Partners to sign of official documentation.

This Community Service Verification Form serves as Miles College Official documentation form for our Students who participate in Community Service. Use one form for each service project.

Student Name: _____

Service Project Name: _____

Service Project Organization: _____

Service Project Address: _____

Service Project Supervisor: _____

Dates of Applicant Service: _____

Total Hours of Applicant Service: _____

Service Project Description: _____

Supervisor Signature & Date: _____

Miles College Student Signature & Date: _____

THIS IS A FILLABLE PDF DOCUMENT.

Directions for completing a fillable PDF:

1. Before completing the form, save the document to a location on your computer (ex. Desktop or Downloads).
Do not complete the form in your web browser -- your data will not save.
2. Open the PDF document in Acrobat or Reader (PC) or Preview (Mac).
3. Click on an answer-field to begin typing your response.
4. **To sign the document electronically:** Follow the instructions from the Fill & Sign toolbar (Acrobat or Reader) or Markup Toolbar (Preview) to create a signature and attach it to the signature line.
5. Save the filled-in document to a location on your computer (ex. Desktop or Downloads).

Notes:

- If the applicant is unable to collect an in-person signature from their service project supervisor, the applicant should email the filled-in document to the supervisor for their signature. The supervisor should electronically sign the document, or print, sign, and scan the document, and email it back to the applicant. **Typed names on the signature line from the applicant or supervisor are invalid and will not be considered.**
- If the above directions for filling in or electronically signing this document do not work for the applicant or the supervisor, we recommend that you **search online** for "How to complete a fillable PDF". Please do not contact UNCF to request instructions that can be quickly searched and accessed online.