

# RATTLER RECORD

(VOLUNTEER SERVICE HOURS DEADLINE IS THE FRIDAY BEFORE FINALS FOR EACH SEMESTER HOURS ARE EARNED.)

**ACADEMIC TERM:**      \_\_\_\_\_ **FALL**                      \_\_\_\_\_ **SPRING**                      \_\_\_\_\_ **SUMMER**

1. **Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

2. **Classification:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

3. Date	4. Service Provided	5. Agency	6. Hrs.	7. Supervisor's Signature/Tele. Number

8. **Student Signature:** \_\_\_\_\_ **9. Tele. No.:** \_\_\_\_\_

\*\*\*\*\* **FOR OFFICE USE ONLY** \*\*\*\*\*

Total Hours Approved: \_\_\_\_\_ OSUA Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comment(s): \_\_\_\_\_

## RATTLER RECORD INSTRUCTIONS

***PLEASE READ and FOLLOW these instructions when completing this form.***

- Item 1.            Please print your full name. **Do not use an alias or nickname.**  
Student ID Number is nine (9) digit (hours will not be recorded if this section is blank or incorrect)
- Item 2.            Classification (example: Jr.; Sr.; 5<sup>th</sup> yr; etc.). Major (School & College as applicable)
- Item 3.            Date(s) should be recorded bi-weekly/or by month (example: bi-weekly 8/28-9/3/06; or 9/1-30/06).
- Item 4.            Service Provided (example: tutor; office asst.; recreation asst.; technical aide; teacher's aide; etc.).
- Item 5.            Agency Name (example: school; park; hospital; nursing home; area; etc.).
- Item 6.            Hours total must be listed for each period (date) on appropriate line (example: 15; 25; etc.) numerically.
- Item 7.            Signature and Telephone Number for verification of hours is required.
- Item 8.            Student Signature, this section must be completed. Your signature confirms your volunteer hours are listed Correctly. See Student Code of Conduct, Rule 6C3-2.012 (10) (F).
- Item 9.            Telephone Number should include area code (list a number where you can always be reached).

**COMPLETED RATTLER RECORD FORMS MUST BE SUBMITTED TO THIS OFFICE**