

California State University, Chico
School of Social Work

Documentation of Volunteer/Service Learning/Paid Hours

*One form must be submitted by each applicant for each location where they have volunteered or worked.
If you volunteered or worked at two different agencies or programs, then you will need to complete a
separate form for each separate agency /setting*

1. Your name
2. Name of Agency/Organization/Setting where Service Learning/Volunteer/Paid Human Service Experience took place
3. Name and Contact Information of Supervisor/person who signed off on your hours
4. Description of duties performed
5. Date began through date completed (or in progress)
6. Total number of hours completed