

Center for Service Leadership
Penn State Behrend
Community Service/Philanthropy Report Form

This form must be completed and turned into the Office of Student Activities in order to be included in the annual report and to be considered for Community Service/Philanthropy Awards.

Groups performing service/philanthropic events jointly with other organizations must fill out separate forms indicating only their own organization's participation/donation. Organizations will be given credit for their participation/donation only.

Forms are due within one month of the project date or on the semester's last day of classes in case of ongoing projects.

Organization: _____

Today's Date: _____

Contact Person: _____ Phone Number: _____

Date of Project: _____

Detailed Description of Activity:

Name of Agency/Charity/Beneficiary: _____

Read Carefully: Philanthropy is defined as an organization organizing and participating in an activity which raises money or items for a charity or cause (i.e. car wash, party or sports event in which profits go to a charitable organization, canned food drives, etc.) or a straight donation of member funds. Community Service is defined as hands-on activities in which an organization has direct interaction with the people they are helping (i.e. painting the house of an elderly person, teaching someone to read, volunteering at a children's center, community clean-ups, etc.) or volunteering at a philanthropic event sponsored and/or organized by another group. Both are valuable contributions to the community. Keeping these definitions in mind please answer the following questions:

Which best describes your organization's event:

_____ Philanthropy _____ Community Service

Total number of participants: _____

Total number of hours spent (# of members participating X # of hours each member spent):

Complete for Philanthropy efforts only:

_____ Event to Raise Money _____ Straight Donation

Total Monetary Donation: _____

Total items donated to Charity: _____

What were they (clothing, food, etc.)? _____



For office use only:

Date received: _____ Received by: _____ Completed: _____