



Dear Volunteer Coordinator,

The student below has committed himself to perform his community service requirement at your agency or organization. Your assistance in allowing the student to be of service is appreciated. All work will be done without compensation.

We ask that the person who is supervising the student's work fill out this form. The student will not receive credit for his work unless a completed form is submitted within 6 months of the service. Thank you for your cooperation.

Student Name \_\_\_\_\_ / Grade \_\_\_\_\_

For whom the service was done: \_\_\_\_\_ / Telephone: \_\_\_\_\_

Dates service was done: \_\_\_\_\_ / Total Hours: \_\_\_\_\_

Please briefly describe the student's responsibilities:

Please circle the number that best describes the performance of the student:

1= Needs improvement; 2 = Below average; 3 = Average;  
4 = Good; 5 = Excellent

Relations with Others	1	2	3	4	5
Attitude	1	2	3	4	5
Dependability	1	2	3	4	5
Quality of Work	1	2	3	4	5
Attendance and Punctuality	1	2	3	4	5

Other Comments:

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Daytime Phone Number or Email: \_\_\_\_\_