

LEE UNIVERSITY LEONARD CENTER
INDIVIDUAL SERVICE FORM



Service Deadlines: **November 1** and **April 1**

Service projects should be pre-approved with the Leonard Center through service@leeuniversity.edu.

STUDENT INFORMATION:

Name: _____ Colleague ID #: _____

Classification: *Freshman* *Sophomore* *Junior* *Senior* Are you graduating this semester?
 Yes No

Major: _____ Phone #: (____) _____ - _____

E-mail Address: _____ **Mailbox #** _____

Project Date(s): ____/____/____ - ____/____/____

Name of Organization Served: _____

Project Summary: _____

SUPERVISOR INFORMATION:

Name: _____ Phone #: _____

Email Address: _____

Total Hours Served: _____

Supervisor Signature (upon completion): _____

The Leonard Center reserves the right to verify any information presented on this form. Students may not receive more than 20 hours from 1 non-profit organization per academic school year, per the Service-Learning Guidelines found at leeuniversity.edu/service-learning.

OFFICE USE

Received: ____/____/____ _____ Hours Earned: _____ Hours Earned: _____

Approved: ____/____/____ _____ Length of Paper: _____ ORV: _____

PLEASE RETURN THIS FORM TO:
The Leonard Center
1600 Parker Street, Cleveland, TN 37320

REFLECTION PAPER GUIDELINES



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PROMPTS:

The key to reflection is that you take time to consider what you have learned and how you can continue learning from your service experiences. Below is a list of general service-learning reflection prompts to consider when writing your reflection papers; please, address **at least two**.

- 1) Analyze how you applied your faith through your service experiences.
 - 2) Discuss how your strengths and gifts were utilized in the service you performed.
 - 3) Discuss how your service impacted those you served (i.e. individuals, organizations and/or the environment). Consider both immediate and long-term impacts.
 - 4) Evaluate your responsibility in the larger community as the result of your service experiences.
 - 5) Describe how your service experience connects with your intended vocation or career.
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FORMATTING:

- | | |
|---|--|
| <input type="checkbox"/> Times New Roman Font | <input type="checkbox"/> Double-spaced |
| <input type="checkbox"/> 12-Point Font | <input type="checkbox"/> 1" Margins |

Reflection Paper Length:

For every **0-10** hours a **FULL 2-page** reflection paper is required.

For every **11-20** hours a **FULL 4-page** reflection paper is required.

Reflection papers, once submitted and graded, will be returned via campus box at the beginning of the next semester. Those without a campus box will be able to pick up their papers at the Leonard Center. All reflection papers and service documents will be discarded once the student graduates from Lee University.

Questions? Call (423) 614-8614 or email service@leeuniversity.edu