

## Organization Service Record

The SWOSU Allocations Committee, Service Learning Committee, and the Accreditation Committee need a record of your volunteer hours from last year. This form *must* be completed prior to your allocations hearing. Please bring it to your hearing in order to be considered for allocations money this year.

Get with your organization and calculate how much time was spent in the school year for each category.

**SWOSU Organization:** \_\_\_\_\_

**Faculty/Staff Sponsor:** \_\_\_\_\_

**Number of Students in Organization:** \_\_\_\_\_

**Total Meeting Hours (Fall & Spring):** \_\_\_\_\_

**Annual events (Planning & Execution):**

**Total Hours for the school year:** \_\_\_\_\_

**Average Hours Annually per Member:** \_\_\_\_\_

Service Projects (if any)

**Community Partner (s):**

**Type of Service Project:** (check one)  One-time only     Continuing **Brief Description of Project:** (community need identified, service provided, duration, etc.)

***You may bring this to your Allocations hearing or e-mail it to [studentdean@swosu.edu](mailto:studentdean@swosu.edu). No hearing will commence without this.***

***Please see example on the following page.***

**SWOSU Organization:** Student Government Association

**Faculty/Staff Sponsor:** Dr. Ruth Boyd

**Number of Students in Organization:** 90

**Total Meeting Hours (Fall & Spring):** 16,200

*2 hour weekly senate meetings X 90 students X 36 weeks = 6,480*

*2 office hours weekly X 90 students X 36 weeks = 6,480*

*1 hour Committee meeting per week X 90 X 36 = 3,240*

*6,480 + 6,480 + 3,240 = 16,200 for the school year*

*5 hours weekly per member X 90 members = 450 hours per school week*

**Annual events (Planning & Execution):**

*Homecoming project hours = 160 hours*

*SWOSU Palooza project hours = 140 hours*

*Organizational Fair = 40 hours*

*Campus-wide blood drive = 80 hrs*

*Bingo during Dawg Days = 30 hours*

*Spring Executive Elections & Faculty of the Year elections = 30 hours*

**Total Hours for the 07-08 school year:** 16,680

*6,480 + 6,480 + 3,240 + 160 + 140 + 40 + 80 + 30 + 30 = 16,680*

**Average Hours Annually per Member:** 185

*16,680 / 90 = 185*

Service Projects (if any)

**Community Partner (s):**

American Cancer Society – Relay for Life

Oklahoma Blood Institute

Athletic Department

**Type of Service Project:** (check one)  One-time only     Continuing

**Brief Description of Project:** (community need identified, service provided, duration, etc.)

*American Cancer Society - Relay for Life fundraising.*

*Oklahoma Blood Institute - Host-, organize and publicize event on campus each semester.*

*Two day event and approximately two months planning.*

*Organizational Fair - One day event which provides exposure to campus and city organizations and businesses.*