

Dear Student,

Hello. Thank you for contacting the Office of Wellness Promotion regarding your community service hours!

To get started there are a few things that you need to be aware of:

1. We are willing to work with you to complete your hours; however there is no guarantee that we will be able to provide you with large amounts of hours, specifically on short notice.
2. We will be checking work that you were assigned to do outside of this office (i.e. hanging posters). If it is found that you have not completed your work we reserve the right to not approve your hours. No questions asked.
3. In the event that you will not be able to come in for your scheduled hours please do one of the following:
 - a. Send an e-mail to Sam Tatulli (ST734661@wcupa.edu).
 - b. Call Wellness Promotion at (610) 436-2926

After you have missed a total of 3 days without notice we will meet to discuss whether or not this relationship is working for both parties.

4. If you need a letter for community service please allow up to 3 business days after completing your hours for this to be available to you. You will receive an e-mail when the letter is ready for you to pick up.

If you are still interested in completing your hours with us, please complete the following form with your contact information and availability. You can either email your completed form to (ST734661@wcupa.edu) or drop it off at Wellness Promotion, Commonwealth Hall- ground floor. If we have spots available we will then get in contact with you to set up a schedule.

Thanks!

Name: _____

Student ID: _____

Phone Number: _____

E-mail: _____

Hours needed (if applicable): _____

Completed By: _____

By submitting this form you are acknowledging that you have read and agree to the terms of this form.

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9:00am					
9-10:00am					
10-11:00am					
11-noon					
12-1:00pm					
1-2:00pm					
2-3:00pm					

There will sometimes be opportunities for evening hours. Please list all weekend and evening availability.

Monday _____

Tuesday_____

Wednesday _____

Thursday_____

Friday _____

Saturday_____

Sunday_____