Volunteerism and/or Community Service Form – UCC Nursing

Applicants to the Umpqua Community College Nursing Program may receive up to 5 points for volunteering in any organization/circumstance where the individual was supervised (directly or indirectly) and provided a service to the community.

Applicants should not submit volunteer verification documentation with their application if they have not performed at least 50 hours of volunteer service in the last 5 years.

Note to applicant: Be sure to fill in necessary information in the top section before giving this form to the supervisor/organization where the volunteer hours were performed. Volunteer hours must be verified using this form and include a letter of reference from your supervisor or their designee which describes the activity and how it serves the community. You may duplicate this form as needed. You must include a reference letter from each organization filling out a verification form. Be sure the form is complete. Incomplete forms or missing reference letters cannot be given consideration in the point assignment process.

Dear Human Resources/Supervisor,

I am in the process of applying to the Umpqua Community College Nursing Program. The selection points process requires verification of volunteer hours and a reference letter. Volunteer hours must be unpaid and completed within the last 5 years.

I, ________________________________ (print program applicant’s name) authorize the college to contact the individuals listed on this form to verify the information provided.

Applicant’s Signature: ___________________________ Date: ________________

The portion below is to be completed by Supervisor or Human Resources

Verification of volunteer hours:

A. Dates of Service (mm/dd/yy): ______________________ -and-

Total Hours (mm/dd/yy): ______________________

B. Supervised by (Print Name/Title): ________________________________

C. Organization: ________________________________

D. Supervisor contact number: ________________________________

E. Supervisor signature: _____________________________ Date: ___________

F. PLEASE ATTACH A LETTER OF REFERENCE FOR THE APPLICANT DESCRIBING THE VOLUNTEER ACTIVITY AND HOW IT SERVES THE COMMUNITY.