



Wilkes-Barre, Pennsylvania 18711-0801
Associate Vice President for Student Affairs/Dean of Students
Rev. John Lane C.S.C. House
(570) 208-5875 or studentaffairs@kings.edu

Community Restitution Project Record

Student's Name: _____

Number of hours assigned to be completed: _____

Deadline for completing hours and returning form: _____

READ CAREFULLY AND FOLLOW Instructions: It is essential that you strictly adhere to the following terms and conditions to receive credit for your Community Restitution Project (project). *Formerly referred to as community service completed as a sanction.*

Approval: Complete Part 1 of Form

- You must obtain approval in advance of the site and type of project you will be completing.
- The project must be completed at a nonprofit charitable agency in the local area. It may not be completed at a business, for an individual a government agency or if the hours are being completed with a club, organization, athletic team, for the federal, commonwealth, state, county or city court sentence or program or used for hours for another class.
- Project hours must be completed after the decision was issued to you (the date is on the Informal Disposition form or in the decision letter). Hours completed prior to the decision date will not be accepted.
- You must submit and get back the approval form signed by the Dean of Students or Director of Residence Life prior to completing any project hours.
- The student may not receive any payment in money or goods for completion of the project hours.

Deadline: Community Restitution Project hours must be completed and this form submitted to the Associate Vice President for Student Affairs Office by the deadline for the student to receive credit. The form must be completed in detail to receive credit. Completion of project hours is not sufficient to receive credit for the experience. Project hours will not be accepted if the form is submitted after the deadline.

Failure to complete project hours by deadline: Hours not completed and documented by the deadline will be converted to a monetary fine equivalent to \$10.00 per project hour. A late fee of fifty cents per day will be assessed for each day past the deadline in addition to the monetary fine. It is solely the responsibility of the student to complete the project hours and submit the required documentation.

Extension in the deadline must be requested and approved by the Associate Vice President for Student Affairs prior to the deadline date. Extensions will not be granted after the deadline has passed.

If you have any questions regarding the project hours, please contact the Associate Vice President for Student Affairs (telephone 570-208-5875 or email rbmcgoni@kings.edu). The Associate Vice President for Student Affairs Office is open during normal college business hours 8:30 a.m. to noon and 1:00 p.m. to 4:30 p.m., excluding weekends and holidays.

**Part I: Request for Approval of Community Restitution
Project Hours Site and Work**

Student's Name: _____

Number of hours assigned to be completed: _____

Deadline for completing hours and returning form: _____

This form must be submitted and you must receive the signed form indicating the site is approved prior to any Community Restitution Project hours being performed. Do not perform any project hours prior to picking up the signed approval form from the Student Affairs Office.

Agency Name: _____

Agency Address: _____

Site Supervisor Name: _____ Phone Number: _____

Description of the project to be completed:

The site location and type of work is approved and must be completed by the deadline date.

Associate Vice President for Student Affairs

Date

Part 2: Community Restitution Project Record of Completion of Hours

Student's Name: _____

Number of hours assigned to be completed: _____

Number of hours completed: _____

Deadline for completing hours and returning form: _____

Date and Times Worked

Hours Completed

TOTAL HOURS COMPLETED:

Agency Name: _____

Agency Address: _____

Site Supervisor Name: _____ Phone Number: _____

You must submit the Part 1: Request for Approval of Community Restitution Project Site and Work Form with the Part 2: Community Restitution Project Record of Completion of Hours Form to receive credit.

I certify that the information provided in this report is accurate. Furthermore, I understand that if any information is false, I will automatically be fine \$250.00 and face further disciplinary action for failure to complete sanctions and providing false information to a College official and providing false information on a College record.

Student's Signature

Date Submitted