

# Submit Service Hours or Philanthropic Fundraising

When submitting this form, be sure to include a .xlsx file that documents each participant's name, hours worked, and UIC Net ID (university email prefix).

If this is for an event that involves more than one organization, then the organization responsible for submitting this form is the host organization in charge of the event.

## Page 1

Submitter's Name [Required]

Submitter's Email Address [Required]

Valid input:

- name@myschool.edu

Submitter's Affiliation [Required]

- Faculty
- Staff
- Student
- Community Member

Group Completing Service/Fundraising [Required]

College, department, office, student organization, etc.

Which of the below are you recording? [Required]

Valid input:

- Select only one choice.

- Service Hours
- Philanthropic Fundraising

Community Partner/Fundraising Recipient [Required]

Location [Required]

Provide address of where service or fundraising was completed.

What categories does this service or fundraising fall under?

- Education – Provide services that help children and youth achieve success and increase high school graduation.
- Healthy Futures – Provide services such as access to health care, disease prevention and health promotion initiatives and health literacy
- Environmental Stewardship – Provide energy efficiency and other environmental conservation or restoration services within the communities.
- Veterans and Military Families – Provide services to veterans, members of the armed forces who are in the active duty, and family members of deployed military personnel and/or engage veterans in service.
- Economic Opportunity – Provide services related to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training and nutritional assistance.
- Disaster Services – Build the capacity of individuals, organizations and communities to help prepare for, respond to, recover from and mitigate disasters and increase community resiliency.
- Adult Literacy and Education
- Animal Support
- Arts and Culture
- Civic and Community
- Faith Based Service
- Family Services
- Immigrant and Refugee Services
- International Service
- Justice and Legal
- Senior Services
- Sports and Recreation
- Technology
- Other

Contact for Verification [Required]

Please provide the email address of someone from the benefiting agency who can verify the service or philanthropic activity.

Valid input:

- name@myschool.edu

## Service Hours

Service Opportunity Site Information

Project/Site Name [Required]

Service Date [Required]

What did you do? [Required]

Was there a stated learning objective for this service? [Required]

Valid input:

- Select only one choice.

- must select a value.

Yes

No

If yes, what was it?

Was this service attached to academic credit? [Required]

Valid input:

- Select only one choice.

- must select a value.

Yes

No

Put all information for the attendees on this document and then submit below. [Click here.](#)

[Required]

## Philanthropy

How much did you raise? [Required]

What did you do in order to raise the money? [Required]

How many hours did your organization contribute to this philanthropic fundraising? [Required]

Valid input:

- Numeric - ex: 1111

When did this occur? [Required]